

SHIP'S SERVICEMAN JQR



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INTRODUCTION

1. **JOB QUALIFICATION REQUIREMENTS.** JQRs are designed to qualify SH personnel in performing certain duties. It is a compilation of the knowledge and skills required to qualify for a specific workstation, maintain specific equipment or perform as a team member within your unit. JQRs are not designed as a training program, but provide many training objectives. Fleet personnel, who have several years of experience working and supervising personnel in these workstations, wrote the JQR. It has been determined that these are the minimum requirements for safely and effectively performing at these workstations.
2. **APPLICABILITY.** These JQRs are applicable to all Afloat Ship's Servicemen.
3. **TAILORING.** To command tailor this package, first have it reviewed by one or more of your most qualified individuals. Delete any portions covering systems and equipment not installed in your ship, aircraft or unit. Next, add any line items, fundamentals, systems and workstations that are unique to your command but not already covered in this package. Finally, the package should be reviewed by the Sales Officer/LCPO/LPO and required changes approved by the Supply Officer or his designated representative. Retain approved master copy on file for use in tailoring individual packages.
4. **QUALIFIER.** The JQR Qualifier is designated in writing by the Supply Officer to sign off individual JOR line items. Qualifiers will normally be E-5 or above and, as a minimum, must have completed the JQR they are authorized to sign off. The names of designated Qualifiers should be posted in the Ships Store Office.
5. **CONTENTS.** This JQR is divided into three sections.

100 Section (Fundamentals) – Contains the fundamental knowledge or “book learning” necessary for satisfactory understanding the workstation duties.

200 Section (System) – Designed to acquaint you with the system you will be required to operate at your workstation.

300 Section (Workstation) – Lists the tasks you are required to satisfactorily perform in order to achieve final qualification for a particular workstation.

Detailed explanations are provided at the front of each section.
6. **REFERENCES.** References in this JQR do not indicate revisions. It is understood that the latest revision will be used.
7. **TRAINEE.** Your supervisor will tell you which workstation you are to complete and in what order. Each workstation listed in the 300 section will list prerequisites that that specific workstation. You may be required to complete another JQR, school or other workstation within this package. It will also list which fundamentals and systems from this package you must complete prior to qualification at your workstation. If you have any questions or are unable to locate references, contact your supervisor or qualifier. Good Luck!

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DEFINITIONS

COMPONENTS – Major units that make up a system when properly connected.

COMPONENT PART – A major part of a component.

CONTROL/COORDINATION – Refers to the safe performance of multiple tasks to be accomplished by two or more work centers/persons at the same time.

CONTROL SIGNAL – A signal used to control electronic or mechanical devices.

EMERGENCY – An event or series of events in progress that will cause damage to equipment or injury to personnel unless immediate corrective steps are taken.

FUNDAMENTALS – Basic facts, theories, laws or principles (100 Section in this JQR).

INTERLOCK – A protective device to prevent the unsafe operation of equipment or to sequence the action of systems, components or component parts.

MAINTENANCE ACTION – A maintenance technician qualification that measures ability to perform a designated task.

NORMAL OPERATING VALUE – The point at which satisfactory performance may be expected.

OPERATING LIMITS – Maximum and minimum allowable values.

PARAMETER – A variable (temperature, pressure, flow rate, voltage, current, frequency, etc.) that must be indicated, monitored, checked or sensed during operation or testing.

PROTECTIVE FEATURE – A device designed to prevent damage or injury.

SENSING POINT – The point in a system at which a signal may be detected.

SET POINT – The value of a parameter at which:

- (a) An alarm is set off
- (b) Operator action is required
- (c) Valves open or shut
- (d) Proper operation stops and damage may occur
- (e) The optimum value for normal operation

SUPPORT ACTION – A qualification that measures the ability to perform specific or repetitive tasks that do not involve the correction of a malfunction or repair of equipment.

SYSTEMS – Group of components that operate together to perform specific functions (200 Section in this JQR).

SYSTEM INTERFACE –

- (a) How outside influences affects the operation of this system
- (b) How the operation of this system affects the operation of other systems or equipment.

WORKSTATION – An operator qualification that includes duties, assignments or responsibilities that an individual may be called upon to perform (not necessarily limited to a specific time period) (300 Section of this JQR).

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INTRODUCTION TO FUNDAMENTALS (100 SECTION)

1. **INTRODUCTION.** The Job Qualification Requirements (JQR) begins with the fundamentals section, which covers the basic knowledge and principles needed to understand the equipment or duties to be studied. Normally, you will have acquired the knowledge required in the fundamentals section during the school phase of your training. If you have not been to school or if you need a refresher, the references listed at the beginning of each fundamental will aid you in a self-study program. All references cited for study are selected according to their credibility and availability.
2. **SAFETY.** Because safety is of paramount consideration, the first subsection of each fundamental describes the safety precautions, which apply throughout the JQRs. This permits a subsequent listing in the systems section of those safety precautions unique to a given system.
3. **HOW TO COMPLETE.** The fundamentals you will have to complete are listed in the workstation (300 section) for each workstation. You should complete all required fundamentals before starting the systems and workstation portions of this JQR, since the knowledge gained from fundamentals will aid you in understanding the systems and your workstation tasks. When you feel you have a complete understanding of one fundamental or more, contact your qualifier. If you are attempting initial qualification, your qualifier will expect you to satisfactorily answer all line items in the fundamentals before signing off completion of that fundamental. If you are a re-qualifying or have completed the appropriate schools, your qualifier may be require you to answer representative line items to determine if you have retained the necessary knowledge for your workstation. If your command requires an oral board or written examination for final qualification, you may be asked any questions from the fundamentals required for your workstation.

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101 SAFETY PRECAUTIONS FUNDAMENTALS

References: * Indicates primary reference

- a. OPNAVINST 5100.19, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
 - b. OPNAVINST 3120.32, Standards Organization and Regulations of the U.S. Navy
 - c. Ships Serviceman 3 NAVEDTRA 10176
 - d. NWP 62-1, Shipboard Damage Control
 - e. Hospital Corpsman 3 & 2, NAVEDTRA 10669
 - f. Standard First Aid Training Course, NAVEDTRA 12081
 - g. Ship's Information Book (SIB)
 - h. OPNAVINST 5100.20, Shipboard Heat Stress Program
- 101.1 Explain the purpose and use of caution tags. (Ref b)
- 101.2 Explain purpose and implementation of the tag out system. (Ref b)
- 101.3 Explain the use of danger tags. (Ref b)
- 101.4 Explain the requirements for grounding portable and non-portable power tools and equipment. (Refs a* & b)
- 101.5 Describe the procedures for using cleaning solvents on equipment. (Refs a* & b)
- 101.6 Describe the procedures for fighting an electrical fire and securing ventilation. (Refs a* & b)
- 101.7 Name the extinguishing agents used to fight electrical fires and discuss their applications. (Refs a* & b)
- 101.8 State the location of the circuit breaker/power switches for all equipment in your space. (Ref b)
- 101.9 State the location of firefighting equipment in your space. (Ref b)
- 101.10 Describe the dangers of open electrical circuits. (Ref a)
- 101.11 Explain the procedures for removing a victim of electrical shock from energized equipment. (Refs a* & b)
- 101.12 Explain the proper treatment for electrical shock. (Refs a* & b)
- 101.13 State the locations of the nearest first aid boxes and stations. (Ref d)
- 101.14 Discuss the use of the following electrical safety materials: (Refs a* & b)
- a. Rubber matting on deck
 - b. Rubber gloves
 - c. Shorting probe
- 101.15 Discuss the importance of cleanliness in computer spaces. (Ref a)

101 SAFETY PRECAUTIONS FUNDAMENTALS (CON'T)

- 101.16 Discuss the following as applied to computer safety precautions: (Ref a)
- a. Operating equipment that is not certified for use.
 - b. Energizing inoperative equipment.
 - c. Proper lighting in workspace.
 - d. Tampering with equipment.
 - e. Leaning on equipment.
 - f. Placing food or liquid on equipment.
 - g. Operating equipment while air-conditioning unit is secured.
 - h. Operating equipment while circuits are exposed (open doors).
 - i. Tampering with energized circuits.
 - j. Electrostatic devices.
- 101.17 Describe the precautions to be followed prior to working on machinery. (Ref a)
- 101.18 Who should frequently evaluate the effectiveness of the command safety program? (Ref b)
- 101.19 Explain the hazards associated with the use of low-pressure air. (Ref a)
- 101.20 Discuss the agents and methods used in fighting Class "B" fires. (Ref d)
- 101.21 Discuss the agents and methods used in fighting Class "A" fires. (Ref d)
- 101.22 Discuss the importance of bolted deck plates, gratings and handrails. (Ref a)
- 101.23 What precautions must be followed when working near rotating equipment? (Ref a)
- 101.24 Discuss the safety precautions as they apply to moving about the ship in times of darkness. (Ref a)
- 101.25 Discuss the safety precautions as they apply to moving about the ship in heavy seas. (Ref a)
- 101.26 Define the cause of shock. (Refs e & f)
- 101.27 State the proper procedures of examining an unconscious person. (Refs e & f)
- 101.28 State the three purposes of first aid. (Refs e & f)
- 101.29 Define first aid. (Refs e & f)
- 101.30 Explain the procedures for neutralizing and removing chemicals from the skin and eyes. (Refs a & f)
- 101.31 Describe the safety precautions to be followed to minimize the possibility of electrical shock. (Ref a)
- 101.32 Discuss the hazard associated with failing to utilize personal protective equipment (PPE). (Ref a)
- 101.33 Discuss the hazards associated with servicing moving, energized, or otherwise hazardous equipment. (Ref a)
- 101.34 Discuss the hazards associated with taking an unsafe position or posture. (Ref a)
- 101.35 Discuss the hazards associated with using tools or equipment unsafely. (Ref a)
- 101.36 Discuss the hazards associated with using defective tools or equipment. (Ref a)

101 SAFETY PRECAUTIONS FUNDAMENTALS (CON'T)

- 101.37 Discuss the hazards associated with removing or making safety devices inoperative. (Ref a)
- 101.38 Discuss the hazards associated with operating equipment or working at an unsafe speed. (Ref a)
- 101.39 Discuss the hazards associated with failing to secure equipment against unexpected shifting or movement. (Ref a)
- 101.40 Discuss the hazards associated in operating equipment without proper authority. (Ref a)
- 101.41 Explain each person's responsibilities for safety onboard your unit. (Refs a & b)
- 101.42 Discuss the treatment for shock. (Refs e & f)
- 101.43 Describe the procedures for first aid treatment of burns and wounds. (Refs e & f)
- 101.44 Describe the preferred methods of artificial respiration. (Refs e & f)
- 101.45 Identify the locations of main power switches for your equipment. (Ref g)
- 101.46 Who is responsible for the Command Safety Program? (Ref b)
- 101.47 What are the objectives of the Command Safety Program? (Ref b)
- 101.48 Discuss hazardous materials safety considerations for chemicals used in laundry, dry cleaning and barbershop operations. (Ref a)
- 101.49 Discuss the safety handling procedures for infested/contaminated laundry. (Refs a, e & f)
- 101.50 State the allowable working temperature in the laundry and dry-cleaning spaces. (Ref h)
- 101.51 Discuss the procedures to follow when the maximum allowed working temperature is exceeded. (Ref h)
- 101.52 Discuss the Heat Stress Program and how it applies to the laundry and dry-cleaning. (Ref h)

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102 SECURITY FUNDAMENTALS

References: * Indicates primary reference

- a. OPNAVINST 5239.1, Department of the Navy Automatic Data Processing (ADP) Security Manual.
- b. OPNAVINST 5510.1, Department of the Navy Information and Personnel Security Program Regulation
- c. Own Ship's ADP Security Instruction
- d. NAVSUP Pub 487, Ship's Store Afloat Manual
- e. Applicable TYCOM Instructions

102.1 Define the following: (Refs a, b & c*)

- a. Physical security of the computer.
- b. Password security
- c. Subsystem access system
- d. Classified information access
- e. Privacy Act

102.2 Discuss storage requirements of the following: (Refs a & c*)

- a. Floppy disks
- b. Daily backup tapes / floppy disks
- c. Printed listing

102.3 Define and discuss the following Group III and Group IV security requirements. (Refs d & e)

- a. Padlocks
- b. Deadbolt door locks
- c. High security hasps
- d. Hinges and hasps
- e. When more than one person is assigned
- f. Vending machines padlocks
- g. Vending machine self-locking money boxes
- h. Vending machine dollar bill acceptors
- i. Amusement machines
- j. For emergency entry
- k. Service activities
- l. Car seals
- m. For ROM computer
- n. Cash register detailed tape locks
- o. Change machine
- p. Key control
- q. Detailed tape

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103 BULK STOREROOM CUSTODIAN FUNDAMENTALS

References:

- a. NAVSUP Pub 487, Ship's Store Afloat Manual
- b. NAVMED Pub 5010, Manual of Naval Preventive Medicine
- c. NAVEDTRA 10176, Ship's Serviceman 3
- d. Applicable TYCOM Instructions

103.1 Explain the procedures for the following: (Refs a - d)

- a. Receipt
- b. Stowage
- c. Intra-Store transfer
- d. Inventory
- e. Emergency entry
- f. Sanitation
- g. Manual handling
- h. Storeroom maintenance
- i. Issues and rotation
- j. Ventilation and humidity control
- k. Stowage of flammable materials

103.2 Explain the expenditure procedures for the following: (Refs a - d)

- a. Markdown to zero
- b. Surveys
- c. Return of merchandise (credit, cash refund)
- d. Issue for ship's use
- e. OSO transfer

103.3 What are the required forms that need to be maintained for the following operations, including the end of the month/end of the accounting period inventory? (Ref a)

- a. Markdown to zero
- b. Surveys
- c. Return of merchandise (credit, cash refund)
- d. Issue for ship's use
- e. OSO transfer

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104 VENDING MACHINE OPERATOR FUNDAMENTALS

References:

- a. NAVSUP Pub 487, Ship's Store Afloat Manual
- b. Applicable TYCOM Instructions

104.1 Explain the procedures for the following: (Refs a & b)

- a. Sanitation
- b. Inventory
- c. Cash collection
- d. Intra-Store transfer
- e. Surveys
- f. Markdown to zero
- g. Refunds
- h. Dealing with customers
- i. Stowage
- j. Dollar bill valuator
- k. Repairs

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105 RETAIL ACTIVITY OPERATOR FUNDAMENTALS

References:

- a. NAVSUP Pub 487, Ship's Store Afloat Manual
- b. NAVMED Pub 5010, Manual of Naval Preventive Medicine
- c. Applicable TYCOM Instructions

105.1 Explain the procedures for the following: (Refs a, b & c)

- a. Authorized customers
- b. Hours of operation
- c. Policy signs
- d. Display and visual merchandising
- e. Display of prices
- f. Price check validation
- g. Price changes
- h. Cash register operation
- i. Change fund
- j. Overring/refund
- k. Receipt directly to the retail outlet
- l. Intra-store transfer
- m. Sanitation
- n. Inventory
- o. Dealing with customers
- p. Change machine shortage/overage
- q. Handle uncollectible checks during inventory
- r. Handle health and comfort issues

105.2 Explain the expenditure procedures for the following: (Ref a)

- a. Retail price change
- b. Surveys
- c. Breakouts
- d. Breakbacks

105.3 Explain the procedures for handling the bulk sales. (Ref a)

105.4 Explain the procedures for handling the following checks: (Ref a)

- a. Personal
- b. Uncollectible

105.5 Name the required signs/instructions and forms used in the retail activity. (Ref a)

105.6 Explain the required forms that need to be maintained for the end of month / end of the accounting period inventory. (Ref a)

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106 CASH COLLECTION AGENT FUNDAMENTALS

References: * - Indicates primary reference

- a. NAVSUP Pub 487, Ship's Store Afloat Manual
- b. Applicable TYCOM Instructions

106.1 Explain the procedures for maintaining the following: (Refs a & b)

- a. Cash register record
- b. Cash receipt book for deposits with the Disbursing Officer
- c. Night depository safe
- d. Money bags

106.2 Explain the procedures for the following: (Refs a & b)

- a. Depositing collections
- b. Maintaining security of space and safe
- c. Preparing cash sales invoice
- d. Preparing cash receipt certificate
- e. Operation of coin sorter/wrapper machine
- f. Replacing the detailed tape
- g. Preparing overring/refund voucher
- h. Handling cash refunds/rebate checks
- i. Preparing Public Voucher for Purchases and Services Other than Personnel (Standard Form 1034)
- j. Entering cash/sales in ROM
- k. Handling uncollectible checks
- l. Handling of health and comfort issues forms 504/28
- m. Handling of bulk sales
- n. Handling of deficit in change funds
- o. Handling overage/shortage in the dollar bill change machine
- p. Handling change funds/NAVCOMPT Form 2114

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107 SHIPBOARD BARBER FUNDAMENTALS

References:

- a. NAVEDTRA 10176, Ships Servicemen 3
- b. Barber "C" School C/N A-840-0013
- c. NAVMED Pub 5010, Manual of Naval Preventive Medicine
- d. U.S. Naval Regulations Manual, 1973

107.1 Explain the procedures for the following: (Refs a, b & c)

- a. Sanitation of equipment, tools and space
- b. Clipper cut
- c. Scissor cut
- d. Maintaining tools and equipment
- e. Female hair cutting technique
- f. Dealing with customers
- g. Barber physical

107.2 Describe the following contagious skin diseases: (Refs a, b & c)

- a. Impetigo
- b. Ringworm
- c. Scabies
- d. Pediculosis capitis

107.3 Describe the following noncontiguous skin/scalp ailments: (Refs a, b & c)

- a. Excessive sweating
- b. Lack of perspiration
- c. Offensive odor of perspiration
- d. Prickly heat
- e. Sudamen
- f. Acne
- g. Blackheads
- h. Wen or sebaceous cyst
- i. Dandruff
- j. Psoriasis
- k. Eczema
- l. Hives
- m. Baldness

107.4 What are the necessary steps before giving a hair cut? (Refs a & b)

107.5 What are the necessary steps after giving a hair cut? (Refs a & b)

107.6 Define the U.S. Navy regulation grooming standards. (Ref d)

107.7 Discuss the two types of scheduling systems. (Ref a)

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108 ROM USER / RECORDS KEEPER FUNDAMENTALS

References:

- a. NAVSUP Pub 487, Ship's Store Afloat Manual
- b. ROM System Terminal User's Guide

108.1 Define the following entries made under the following headings when creating a new stock record. (Ref a)

- a. Stock Number
- b. CARGO
- c. Stock Nomenclature
- d. (Article)
- e. Account
- f. Dept Code
- g. Reqn Type
- h. Storage Loc.
- i. Unit of issue
- j. Cost Price
- k. Cost Pr. Date
- l. Unit of issue for Sales, O/H
- m. Low Limit
- n. High Limit
- o. Ret Pr. Date
- p. Cost Price

108.2 Define the function of the following headings on the Stock Record. (Ref a)

- a. Requisition or order information
- b. Issue/selling and on-hand information

108.3 Identify the headings on the Stock Record that cannot be modified when selecting F2 – Modify Stock Record Master. (Ref a)

108.4 Define the security measure in the ROM System that prevents you from accidentally deleting a Stock Record. (Ref a)

108.5 Define the procedures to follow to print a Stock Record Master. (Ref a)

108.6 Define the purpose of the Stock Record Ledger

108.7 Define the purpose of selecting F8 – Display Requisitions/Purchase Orders. (Ref a)

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

108.8 Define the following department codes: (Ref a)

- a. A1
- b. A2
- c. A3
- d. A8
- e. B1
- f. B3
- g. B6
- h. B8
- i. C1
- j. C2
- k. C6
- l. D1
- m. D2
- n. D3
- o. D5
- p. E1
- q. E2
- r. F8
- s. G1
- t. K4
- u. L1
- v. M3
- w. T1
- x. R1
- y. X9

108.9 Define the following requisition type codes: (Ref b)

- a. B
- b. C
- c. D
- d. F
- e. S
- f. N

108.10 Define the information found on the Stock Record Detailed Ledger under the following headings when selecting F7 – Display Detail Ledger: (Ref b)

- a. Date Mo/Da
- b. Voucher No.
- c. Received from expend to
- d. Quantity received
- e. Quantity expended
- f. On-hand bulk room
- g. Quantity total

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

- 108.11 Define the information found on the Stock Record Detailed Ledger under the following headings when selecting F8 – Display Requisition/Purchase Orders: (Ref b)
- a. Requisition No/Purchase Order No.
 - b. Quantity requested
 - c. Quantity received
 - d. Open quantity
 - e. Cumulative open
- 108.12 Define the function of the following input options found on the ROM Master Menu under selection 2 – View Stock Record Cards.
- a. F4 – Print Stock Master List
 - b. F5 – Print Stock Record Labels
 - c. F7 – View Stock Record for department
- 108.13 Define procedures for creating requisitions from the following sources. (Ref b)
- a. CARGO
 - b. Naval Supply Center
 - c. Other Supply Center
- 108.14 Define the purpose and contents of the following files: (Ref a)
- a. SSA-12
 - b. SSA-13
- 108.15 Define the function of the selection of the following: (Ref b)
- a. Document ID
 - b. Routing ID
 - c. Media and status code
 - d. Service designation code
 - e. Demand code
 - f. Service code
 - g. Signal code
 - h. Fund code
 - i. Distribution code
- 108.16 Describe the following entries on the MILSTRIP report: (Ref a)
- a. Document ID
 - b. Routing ID
 - c. Media and status code
 - d. Service designation code
 - e. Demand code
 - f. Service code
 - g. Signal code
 - h. Fund code
 - i. Distribution code

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

108.17 Describe the following entries on the DD Form 1149 requisition document: (Ref a)

- a. Appr Symbol & Subhead
- b. Object classification
- c. Bureau Control Number
- d. Suballot
- e. Authorization Acct'g Activity
- f. Trans Type
- g. Property Acct'g Activity
- h. Country
- i. Cost Code

108.18 Discuss the distribution of the following requisition documents. (Ref a)

- a. 1149 Requisition receipt document
- b. 1348-1 / 1348

108.19 Discuss the use of the following publications: (Ref a)

- a. Automated Contract Bulletin (ACB)
- b. Automated SSAC Listing (ASL)
- c. CARGO
- d. Foreign Merchandise Bulletin

108.20 Define the procedures for creating purchases from the following sources: (Ref b)

- a. Contract Bulletin
- b. Ships Store Afloat Catalog
- c. Foreign Merchandising Program
- d. NEXCOM Special 1155
- e. Navy Exchange

108.21 Define the purpose and contents of the following files: (Ref a)

- a. Tax free tobacco products
- b. Guaranteed sale item
- c. Emblematic
- d. Fast pay
- e. Bonus free item
- f. Certification of conformance procedures apply
- g. Transportation charges when applicable
- h. FAR 52.22-26 affirmative action for handicapped workers
- i. Special order
- j. Bottom line discount
- k. Credit Memorandum

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

108.22 Discuss the use of the following log books: (Ref a)

- a. Purchase Order log
- b. Requisition log
- c. Expenditure log
- d. Credit Memorandum log
- e. Number Control log
- f. Car Seal log
- g. SF 30 log and inventory

108.23 Discuss the distribution of the following purchase documents: (Ref a)

- a. 1155 U.S. Merchandise Fast Pay
- b. 1155 U.S. Merchandise Non-Fast Pay
- c. 1155 Foreign Merchandise Fast Pay
- d. 1155 Foreign Merchandise Non-Fast Pay
- e. Special 1155

108.24 Define the purpose and contents of the following files: (Ref a)

- a. File SSA-11A
- b. File SSA-11B
- c. File SSA-11C

108.25 Define the function of the selection of the following: (Ref b)

- a. F1 – Create Purchase Order items for a new DD Form 1155
- b. F2 – Add/Modify/Delete PO items on existing DD Form 1155
- c. F4 – Print DD Form 1155
- d. F5 – View outstanding Purchase Order items
- e. F6 – View all Purchase Order items
- f. F7 – Enter invoice received date and forwarded date

108.26 Describe the procedures to follow with each of the following selections found in the SSAC/Contract vendor maintenance: (Ref b)

- a. Add a new vendor
- b. Modify an existing vendor
- c. Delete an existing vendor
- d. Print vendor master list
- e. View vendor master list

108.27 Define procedures to follow if error message “Contract number does not exist” appears when entering contract number. (Ref b)

108.28 Define procedures to follow if error message “SSAC vendor does not exist.” (Ref b)

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

108.29 Describe the following entries you must make after depressing the F4 key to print the 1155. (Ref a)

- a. Issued by
- b. Administered by
- c. Delivery FOB
- d. Contractor/Quoter
- e. Delivery to FOB point by
- f. Discount terms
- g. Ship to
- h. Payment will be made by
- i. Type of order

108.30 Describe the following entries on the DD Form 1155 purchase document: (Ref a)

- a. Item No
- b. Appropriation symbol and subhead
- c. Object class
- d. Bureau cont
- e. Sub allot
- f. Authorization Acct'g Act'y
- g. Cost code

108.31 Define the procedures to follow to modify or delete previous items posted to a purchase document. (Ref b)

108.32 Define the procedures for preparing the modification for a purchase order Standard Form 30. (Ref a)

108.33 Define the function of the selection of the following: (Ref b)

- a. Create Standard Form 30
- b. Modify Standard Form 30
- c. Approve/Delete Standard Form 30
- d. Print Standard Form 30
- e. Display Standard Form 30 data

108.34 When preparing a new SF 30 define the entries made for the following headings: (Ref b)

- a. Date of purchase order
- b. Serial number of purchase order
- c. Effective date of modification
- d. Type of modification
- e. Description of amendment/modification
- f. Modification effects quantities or prices

108.35 Define the procedures for modifying a previously prepared SF 30. (Ref b)

108.36 Define the procedures for receiving stock using the following forms: (Ref a)

- a. DD Form 1155
- b. DD Form 1149
- c. DD Form 1348
- d. DD Form 1348-1

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

- 108.37 Define the purpose and contents of the Journal of Receipts and Journal of Expenditures File SSA-3. (Ref a)
- 108.38 Define the purpose and contents of the Incoming Material File SSA-20. (Ref a)
- 108.39 Define the purpose and contents of the Receipt Inspector File SSA-23. (Ref a)
- 108.40 Describe the procedures for handling the following: (Ref a)
- a. Partial shipments
 - b. Errors in receipt from OSO unit price or extended price
 - c. Requisitioned material received without receipt document
 - d. Errors in receipt from OSO quantity differences
 - e. Errors in receipt from purchase quantity, quality, or unit/extended price
 - f. Tax free tobacco products
 - g. Bonus free items
 - h. Guaranteed sale items
- 108.41 Define the function of the selection of the following: (Ref b)
- a. Post receipts for outstanding requisitions
 - b. Adjustments to receipt documents
 - c. Cash refunds
 - d. Credit Memorandums
- 108.42 Define the entries you will make under the following headings while posting receipts. (Ref b)
- a. Req/PO Date
 - b. Receipt Date
 - c. Requisition Purchase Order No.
 - d. Discount percent
 - e. Transportation charges
 - f. Previous freight charges
 - g. Additional freight charges
 - h. Foreign merchandise surcharge
 - i. Open Qty
 - j. Store No
 - k. Purchase U/I
 - l. Purchase Rec Qty
 - m. Purchase Cost Price
 - n. Inventory U/I
 - o. Inventory Recd Qty
 - p. CAN
- 108.43 Define the purpose of the following error/information messages: (Ref b)
- a. X
 - b. #
 - c. Y
 - d. *
 - e. %

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

- 108.44 Define the procedures to follow for posting and preparing adjustments to receipt documents. (Ref b)
- 108.45 Define the procedures for posting cash refunds. (Ref b)
- 108.46 Define the procedures for posting credit memorandums. (Ref b)
- 108.47 Define the procedures for marking down stock using the following methods: (Ref a)
- a. Other (Increase)
 - b. Mark On (Increase)
 - c. Other Decrease
 - d. Markdown to Cost (Decrease)
 - e. Markdown to Below Cost (Decrease)
 - f. Markdown to Zero (Decrease)
- 108.48 Describe the entry that will be made to the following when preparing the difference types of price changes mentioned in 108.39. (Ref a)
- a. Expenditure account to
 - b. Expenditure account from
 - c. Appropriation
 - d. Rsn. Code or reason
 - e. Next page **
- 108.49 Describe the entries made for the headings listed below when posting the retail price change. (Ref a)
- a. Store No.
 - b. Quantity
 - c. New price retail/cost
 - d. Post to 464
- 108.50 Explain the additional requirements required for markdown to zero for the following: (Ref a)
- a. Certification
 - b. Ships Store Stock
 - c. Ships Store Stock food beverages
 - d. Retail/Cost Prices
 - e. Posting to 464
- 108.51 Describe the additional statement that must be added to a markdown to zero price change for: (Ref a)
- a. Ships Store Stock
 - b. Ships Store Stock food beverages
 - c. Old retail price
 - d. Old cost price
 - e. Store No
 - f. Quantity
 - g. New retail price
 - h. New cost price
 - i. Post to 464

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

- 108.52 Discuss the distribution of the Retail Price Change (NAVSUP Form 983). (Ref a)
- 108.53 Define the purpose and contents of the Charges against Ship Store Profits File SSA-22. (Ref a)
- 108.54 Define the purpose and contents of the Surveys to DBOF File SSA-7. (Ref a)
- 108.55 Discuss the procedures for the following survey category: (Ref a)
- a. Navy Stock Fund
 - b. Ships Store Profits (Individual Ship)
 - c. Revaluation by survey
- 108.56 Discuss the procedures used to prepare the survey document DD Form 200. (Ref a)
- 108.57 Discuss the distribution of the survey document DD Form 200. (Ref a)
- 108.58 Describe the entry for the following when preparing a survey. (Ref a)
- a. Stock No
 - b. Store No
 - c. Quantity lost
 - d. Remarks
 - e. After posting OH quantity
 - f. After posting bulk storeroom quantity
- 108.59 Describe the purpose of the survey log. (Ref a)
- 108.60 Describe the entry for the following when preparing a revaluation survey: (Ref a)
- a. Stock No
 - b. Store No
 - c. Quantity revalue
 - d. Remarks
 - e. New price
- 108.61 Define the purpose and contents of the Financial Control File SSA-1. (Ref a)
- 108.62 Define the purpose and contents of the Number Control File SSA-2. (Ref a)
- 108.63 Define the function of the selection of the following under the Intra-Store Transfer Menu. (Ref b)
- a. Create transfer request
 - b. Add to transfer request
 - c. Print initial transfer request
 - d. Post intra-store transfer
 - e. Print final NAVSUP Form 973

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

- 108.64 Describe the entry for the following when preparing an intra-store transfer. (Ref a)
- a. Date
 - b. Store from
 - c. Store to
 - d. Store From Department
 - e. Store To Department
- 108.65 Discuss the distribution procedures for the NAVSUP Form 973. (Ref a)
- 108.66 Define the function of the selection of the following from the cash receipts menu. (Ref b)
- a. Cash Receipts
 - b. Post contributions
 - c. Print memorandum cash sale (DD Form 1149)
- 108.67 Describe the procedures for posting, modifying or deleting cash received from the following: (Ref b)
- a. Cash Receipts
 - b. Contributions
 - c. Soda machine cash receipts
- 108.68 Discuss the procedures for viewing cash sales from the following: (Ref b)
- a. Cash sales other than soda vending
 - b. Contributions
 - c. Soda vending
- 108.69 Describe the entry for the following under the view cash receipts selection: (Ref b)
- a. Date
 - b. Receipts
 - c. Cum Total
- 108.70 Describe the entry for the following under the post contributions selection: (Ref b)
- a. Date
 - b. Check No
 - c. NEX Catalog Rebate
- 108.71 Describe the entry for the following under the view contribution selection. (Ref b)
- a. Date
 - b. Check No.
 - c. NEX Cat
 - d. Contributions
 - e. Cum Total
- 108.72 Describe the function of the memorandum cash sales invoice. (Ref b)

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

- 108.73 Describe the entry for the following, under the print memorandum cash sale (DD Form 1149) selection: (Ref b)
- a. Accounting classification
 - b. Cash from sales (97X4911)
 - c. Cash from clothing sales (97X4911)
 - d. Cash from drink vending machine sales (97X4911)
 - e. Cash from bulk sales (97X4930)
 - f. Cash from amusement machine sales (17X8723)
 - g. Rebate check from exchange catalog sales (17X8723)
 - h. Contributions and service charges (17X8723)
- 108.74 Discuss the distribution of the Cash Sales Invoice. (Ref a)
- 108.75 Define the purpose and contents of the Cash Sales File SSA-8. (Ref a)
- 108.76 Describe the content of the following selection under ROM's Master Menu vending machines/amusement machines: (Ref b)
- a. F1 – Add Amusement Machine
 - b. F2 – Post Amusement Machine
 - c. F3 – Delete Amusement Machine
 - d. F4 – Print Reports
- 108.77 Describe the entry for the following, when preparing the amusement machine letter of transmittal: (Ref b)
- a. Copy to
 - b. Contractor number
 - c. Contractor's remittance
 - d. Name of game
 - e. Current meter reading
 - f. Previous meter reading
 - g. Number of plays
 - h. Cash collected
- 108.78 Discuss the requirements and procedures for the following: (Ref a)
- a. Spot Inventory
 - b. Monthly Inventory
 - c. End of Accounting Period Inventory
 - d. Price Line Inventory
 - e. Tax Free Cigarette Inventory
 - f. Relief of an Accountable Officer / Responsible Custodian
- 108.79 None

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

108.80 Define the function of the selection of the following: (Ref b)

- a. Post prelisting entries
- b. Print the prelisting
- c. Post inventory quantities
- d. Print the inventory count sheets
- e. Print inventory difference listing
- f. Restart monthly inventory
- g. Price line inventory
- h. Tax-free cigarette inventory

108.81 Describe the purpose of the following functions on the inventory prelisting function: (Ref a)

- a. Process inventory prelisting
- b. Change serial number
- c. Delete inventory prelisting

108.82 Describe the purpose of the following: (Ref a)

- a. Inventory Summary Sheet
- b. Inventory Difference List
- c. Serial Number
- d. Sequence Number

108.83 Discuss the distribution of the Inventory Count Sheet (NAVSUP Form 238). (Ref a)

108.84 Discuss the content and function of the following selection under the reporting function. (Ref b)

- a. Monthly transmittal of receipt documents by floppy disk
- b. Financial Control Record (NAVSUP Form 235)
- c. Journal of Expenditures (NAVSUP Form 978) and Journal of Receipts (NAVSUP Form 977)
- d. Ship's Store Balance Sheet and Profit and Loss Statement (NAVCOMPT Form 153)
- e. Inventory Control Record
- f. Inventory Management Report
- g. View Transaction activity

108.85 Define the purpose and contents of Receipts from Purchases File SSA-4. (Ref a)

108.86 Define the purpose and contents of Receipts from OSO File SSA-5. (Ref a)

108.87 Describe the entry for the following, when preparing the Ship's Store Balance Sheet and Profit and Loss Statement (NAVCOMPT Form 153): (Ref b)

- a. C01 Fund Brought Forward
- b. C04 Contributions to SS Profit
- c. C05 NEXCOM Loans
- d. C06 NEXCOM Grants
- e. C07 Surveys to General Funds
- f. C11 Dishonored Checks
- g. C13 Laundry Claims and Other Service Charges
- h. C18 Equipment Purchases
- i. C20 Loan Repayment
- j. C22 Funds transferred to Recreation Fund
- k. C24A Liabilities assumed and anticipated operating expenses

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

- 108.88 Describe the information required on the back of the (NAVCOMPT Form 153). (Ref a)
- 108.89 Discuss the distribution of the NAVCOMPT Form 153. (Ref a)
- 108.90 Describe the purpose of the following selections located in the ROM constants function. (Ref b)
- a. Maintain Ships Constants
 - b. Maintain Ships Store Constants (Store No / Name)
 - c. Maintain Retail Department Codes
 - d. Maintain Vending Machine Numbers
 - e. Maintain Retail Markup Table
 - f. End of period closeouts
- 108.91 Describe the following entries under ships constants: (Ref b)
- a. Accounting period begin date
 - b. Accounting period ending date
 - c. Ships UIC
Mailing address
 - d. Disbursing Officer Symbol
 - e. DOS Type
 - f. Tape Backup System
 - g. Separate/Combined Responsibility
 - h. CARGO constant
 - i. Uncollectible check
- 108.92 Describe the entry for the following information under the ships store constants accounting and appropriation date. (Ref b)
- a. Item No.
 - b. Appropriation symbol
 - c. Object Class
 - d. Bureau Control No.
 - e. Sub Allot
 - f. Activity Code
 - g. Auth'n Acct'g Act'g
 - h. Trans Type
 - i. Appropriation account for markdown below cost
 - j. Expenditure No. beginning and ending
- 108.93 Discuss the procedures for changing the accounting period dates. (Ref b)
- 108.94 When accomplishing end of period closeouts what reports must be printed first. (Ref b)
- 108.95 Identify the reports that will be printed during the end of period closeout. (Ref b)

108 ROM USER / RECORDS KEEPER FUNDAMENTALS (CON'T)

108.96 Discuss the procedures for processing the following transactions in the miscellaneous expenditure function. (Ref b)

- a. Transfer to Other Supply Officer
- b. Health and Comfort Issues
- c. Bulk Sales
- d. Issues for Ship's Use
- e. Issues to General Mess
- f. Credit Memorandum
- g. Cash Refund

108.97 Define the purpose and content of the Expenditure of Use File SSA-6. (Ref a)

108.98 Define the purpose and content of the Transfer to OSO File SSA-9. (Ref a)

108.99 Define the purpose and content of the Expenditure Invoice File SSA-14. (Ref a)

108.100 Define the purpose and content of the Credit Memorandum and Cash Refund File SSA-19. (Ref a)

108.101 Discuss the distribution of the following expenditure documents. (Ref a)

- a. DD Form 1149 transfer document
- b. DD Form 1149 Cash Refund
- c. DD Form 1149 Credit Memorandum
- d. DD Form 1149 Issues to Other Appropriations

108.102 Describe and discuss the contents of the following selections found in the ROM corrections function. (Ref b).

- a. Correct transaction
- b. Correct retail price changes
- c. Correct stock record opening balances
- d. Correct the value of inventory brought forward
- e. Correct accounting adjustment, freight charges, cash refund amounts and credit memorandum
- f. Print correction audit trail
- g. Display correction audit trail

108.103 Define the purpose and content of the accountability file SSA-21. (Ref a)

108.104 Describe the purpose and function of each selection found in the data file query function. (Ref b)

108.105 Determine the procedures for entering and maintaining uncollectible checks in ROM. (Ref b)

109 NAVSUP P-487 FUNDAMENTALS

References:

- a. NAVSUP P-487, Ship's Store Afloat Manual

- 109.1 Describe and discuss the contents of each chapter.
- 109.2 Discuss the procedures for locating a specific paragraph.
- 109.3 Discuss the procedures to follow to find a subparagraph.
- 109.4 Describe and discuss the contents of each of the Appendixes.
- 109.5 Determine the procedures for using the index.
- 109.6 Determine the procedures for updating and make changes to the NAVSUP P-487.

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110 COMPUTER FUNDAMENTALS

References:

- a. ROM Terminal Users Guide (TUG)

110.1 Describe function of each of the following keys: (Ref a)

- a. F1
- b. F2
- c. F3
- d. F4
- e. F5
- f. F6
- g. F7
- h. F8
- i. F9
- j. F10

110.2 Determine the procedures for using the cursor.

110.3 Describe the function of the following control keys:

- a. ESC
- b. CTRL
- c. ALT

110.4 Describe the function of the following control keys combinations:

- a. CTRL-S
- b. CTRL-Number-Lock
- c. CTRL-C
- d. CTRL-ALT-Delete
- e. CTRL-ALT-Ins
- f. CTRL-ALT-Return
- g. ALT-ESC
- h. Shift-Prt-Sc

110.5 Determine the procedures for using the disk drives.

110.6 Determine the procedures to follow to do daily backups and sysbacks.

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111 LAUNDRY / DRYCLEANING CHEMICAL USAGE FUNDAMENTALS

References:

- a. NAVEDTRA 10176, Ship's Serviceman 3
- b. DOD Mil-Std 1485, Laundry Chemicals
- c. OPNAVINST 5100.19, Navy Safety Precautions for Forces Afloat
- d. Applicable Ships Store Bulletin

111.1 Discuss the procedures for using the following chemicals: (Refs a, b, c & d)

- a. Two Shot Detergent
- b. Sour Blue
- c. Starch
- d. Dry Cleaning Solvent
- e. Spotting Chemicals
- f. Solid Cake Chemicals

111.2 Discuss the procedures for using the following tools or devices. (Ref a)

- a. Measuring cup
- b. Personal Protective Equipment (PPE)
- c. Solvent backup storage tank
- d. Main spotting board
- e. Sleeveboard
- f. Garment tray
- g. Chemical tray
- h. Spotting gun
- i. Spotting brushes
- j. Spatula
- k. Chamois and towels
- l. Cheesecloth and blotters
- m. Magnifying glass

111.3 Determine the different Navy Wash Formulas and discuss their purposes and use. (Ref a)

111.4 Determine procedures for safe stowage and handling of the following chemicals. (Refs a, b, c & d)

- a. Two Shots
- b. Starch
- c. Dry Cleaning Solvent
- d. Spotting Chemicals
- e. Solid Cake Chemicals

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112 RECEIVING AND ISSUE FUNDAMENTALS

References:

- a. NAVEDTRA 10176, Ship's Serviceman 3

- 112.1 Determine the procedures for maintaining the following Laundry logs. (Ref a)
 - a. Bulk work log
 - b. Press deck log
 - c. Equipment maintenance log
 - d. Heat stress log
 - e. Weekly laundry summary report
 - f. Dry cleaning log
- 112.2 Determine the security procedures required for ships laundry and dry cleaning. (Ref a)
- 112.3 Determine the schedule of laundry and dry cleaning services. (Ref a)
- 112.4 Determine the procedures to follow to weigh incoming laundry and dry cleaning. (Ref a)
- 112.5 Determine the procedures for identifying and classifying the following types of laundry / dry cleaning. (Ref a)
 - a. Bulk lots
 - b. Individual lots
 - c. Other miscellaneous lots
 - d. Dry cleaning articles
- 112.6 Discuss the procedures to follow to assembly and issue the following types of clean clothing. (Ref a)
 - a. Bulk lots
 - b. Individual lots
 - c. Miscellaneous lots
 - d. Dry Cleaning articles
- 112.7 Describe the procedures to follow in handling claims for lost or damaged clothing. (Ref a)

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113 WASHER EXTRACTOR FUNDAMENTALS

References:

- a. NAVEDTRA 10176, Ship's Serviceman 3
- b. Manufacturer technical manual

- 113.1 Identify the procedures for pre-operational checks. (Refs a & b)
- 113.2 Determine the procedures for safely using each of the washer/extractor controls. (Refs a & b)
- 113.3 Identify the safety features and describe their purpose and function. (Ref b)
- 113.4 Determine the procedures for loading supplies to the washer/extractor. (Ref a)
- 113.5 Determine the proper procedures for loading and unloading. (Refs a & b)
- 113.6 Determine the effects of improper loading. (Refs a & b)
- 113.7 Determine the procedures for washing the different styles of military clothing. (Ref a)
- 113.8 Determine the procedures for shutting down the washer extractor for the day. (Ref b)

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114 TUMBLER DRYER FUNDAMENTALS

References:

- a. NAVEDTRA 10176, Ship's Serviceman 3
- b. Manufacturer technical manual

- 114.1 Identify the procedures for conducting pre-operational checks. (Refs a & b)
- 114.2 Determine the procedures for safely using each of the tumbler dryer controls. (Refs a & b)
- 114.3 Identify the safety features and describe their purpose and function. (Refs a & b)
- 114.4 Determine the proper procedures for loading and unloading the tumbler dryer. (Refs a & b)
- 114.5 Discuss the effects of improperly loading the tumbler dryer. (Refs a & b)
- 114.6 Determine the procedures for safely drying the different type of clothing. (Ref a)
- 114.7 Discuss the proper temperature setting for drying and washing. (Refs a & b)
- 114.8 Determine the importance and frequency for cleaning primary and secondary lint traps. (Ref a)
- 114.9 Explain the procedures to follow to prevent laundry tumbler dryer fires. (Ref a)
- 114.10 Determine the general operator maintenance requirements for your tumbler dryer. (Ref a)

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115 LAUNDRY / DRYCLEANING PRESS FUNDAMENTALS

References:

- a. NAVEDTRA 10176, Ship's Serviceman 3
- b. Manufacturer technical manual

- 115.1 Identify and discuss the following types of presses. (Refs a & b)
 - a. Flatwork ironer
 - b. Utility press
 - c. Pants topper press
 - d. Collar / Cuff / Yoke
 - e. Form finisher
 - f. Sleever press
 - g. Dry cleaning press
- 115.2 Explain the procedures for conducting pre-operational checks. (Refs a & b)
- 115.3 Identify the procedures for safely using each of the controls. (Ref b)
- 115.4 Identify the safety features and discuss their purpose and function. (Refs a & b)
- 115.5 Determine the steps and procedures for pressing items in the laundry and dry cleaning. (Ref a)
- 115.6 Explain the procedures for changing pads and covers on the presses. (Refs a & b)
- 115.7 Determine the procedures for cleaning and maintaining press heads. (Refs a & b)
- 115.8 Explain the general operator maintenance requirements for each of the presses. (Refs a & b)

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116 DRYCLEANING MACHINE FUNDAMENTALS

References:

- a. NAVEDTRA 10176, Ship's Serviceman 3
- b. Manufacturer technical manual

- 116.1 Explain the procedures for conduction pre-operation checks. (Refs a & b)
- 116.2 Identify procedures for safely using each of the controls. (Refs a & b)
- 116.3 Identify the safety features and explain their purpose and function. (Refs a & b)
- 116.4 Discuss the procedures for loading and unloading the dry cleaning machine. (Refs a & b)
- 116.5 Determine the effects of improperly loading the dry cleaning machine. (Refs a & b)
- 116.6 Determine the procedures for operating the dry cleaning machine. (Refs a & b)
- 116.7 Explain the general operator maintenance requirements for the dry cleaning machine. (Refs a & b)

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117 SPOTTING BOARD FUNDAMENTALS

References:

- a. NAVEDTRA 10176, Ship's Serviceman 3
- b. Manufacturer technical manual

- 117.1 Determine the procedures for conducting pre-operational checks. (Refs a & b)
- 117.2 Identify the safety features and explain their function and purpose. (Refs a & b)
- 117.3 Identify the components and equipment and determine how to use each. (Refs a & b)
- 117.4 Identify spots and stains and determine how to remove them. (Ref a)
- 117.5 Identify the chemicals used to remove spots and stains. (Refs a & b)
- 117.6 Identify the general operator maintenance requirements for the spotting board. (Refs a & b)

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118 RECEIPT INSPECTOR FUNDAMENTALS

References:

- a. OPNAVINS 5100.19, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
- b. NAVEDTRA 10177, Ships Serviceman 2
- c. NAVSUP P-487, Ships Store Afloat

118.1 Determine the use and purpose of the following files: (Ref c)

- a. Receipt Inspector File SSA-23
- b. Incoming Material File SSA-20
- c. Purchase Order File SSA-11
- d. Outstanding Requisition File SSA-12

118.2 Discuss the procedures for receiving stock using the following forms: (Refs b & c)

- a. DD Form 1155
- b. DD Form 1149
- c. DD Form 1348
- d. DD Form 1348-1

118.3 Determine the procedures for assembling for receipt and inspection. (Ref b)

118.4 Determine the procedures for handling the following discrepancies when receiving stock from purchases. (Refs b & c)

- a. Quantity difference
- b. Quality discrepancies

118.5 Determine the procedures for handling the following discrepancies when receiving stock from OSO. (Refs b & c)

- a. Shortages
- b. Overages
- c. Quality

118.6 Explain the procedures to follow when requisitioned material is received without a receipt document. (Ref c)

118.7 Discuss the procedures for safely using pallets. (Refs a & b)

118.8 Discuss the procedures for safely moving stock using the following equipment: (Refs a & b)

- a. Pallet truck
- b. Hand truck
- c. Conveyor
- d. Forklift
- e. Ladder chute

118 RECEIPT INSPECTOR FUNDAMENTALS (CON'T)

118.9 Discuss the proper procedures for manual handling. (Ref b)

118.10 Explain the primary causes of accidents. (Refs a & b)

118.11 Define the danger areas you should be concerned with when receiving stock. (Refs a & b)

118.12 Discuss the safe materials-handling practices. (Refs a & b)

INTRODUCTION TO FUNDAMENTALS (200 SECTION)

1. **BASIC BUILDING BLOCKS.** In this section, the equipment is broken down into smaller, more comprehensible, functional “systems” as the basic building blocks in the learning process. Each system is written to reflect specific workstation requirements by identifying the equipment most relevant to one or more designated workstations. The less complex systems may be identified and covered quickly or relegated to a lower priority. This permits greater emphasis on more significant or complex systems.
2. **COMPONENTS AND COMPONENT PARTS.** Each system is disassembled, for learning, into two levels. Systems have components and components have parts. Don't expect every item appearing on a parts list in the technical manual. Only those items, which must be understood for operational/maintenance, are listed. Normally a number of very broad (overview) systems are disassembled into their components or component parts which the “big picture” as the learning goal. Items listed as components in such a system may then be analyzed as separate systems and broken down into components and component parts. Example: The turbo generators and switchgears may be listed as components of the Ship's Service Electrical Distribution System and then detailed as individual systems on later pages for closer study.
3. **FORMAT.** Each system is organized within the following format:
 - a. It lists the reference to be used for study and asks you to explain the function of the system.
 - b. It asks for the static facts of what or where the components and component parts are in relation on the system.
 - c. It directs attention to the dynamics of how the component and component parts operate to make the system function.
 - d. It specifies the parameters that must be immediately recalled.
 - e. It requires the study of the relationship between the systems being studied and other systems or areas.
 - f. It requires discussion of safety devices, which protect the system, as well as unique safety precautions that apply to personal and equipment.
4. **HOW TO COMPLETE.** The systems you will have to complete are listed in the 300 section for each workstation. When you feel you have mastered one or more systems, contact your Qualifier. The Qualifier will give you an oral examination on each system and, if satisfied you have sufficient knowledge of the system, will sign the appropriate systems line items. You will be expected to demonstrate through oral or written examination, a thorough understanding of each system required for your workstation.

BLANK

201 CASH REGISTER SYSTEM

References:

- a. OPNAVINS 5100.19, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
- b. Manufacture's Technical Manual

201.1 FUNCTION

201.1.1 What is the function of this system?

201.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated item for each: (as applicable)

- a. What is the function?
- b. What is the source of control signals?

201.2.1 Key Pad

- .2 Print mechanism
 - a. Printing ribbon
- .3 Cash Register tapes
 - a. Detailed tape
 - b. Customer receipt tape
- .4 Cash register meter reading
- .5 Key mechanism
 - a. Drawer key
 - b. Reading key
 - c. Operator's key
- .6 Price display screen
- .7 Cash register drawer

201.3 PRINCIPLES OF OPERATION

201.3.1 How do the components work together to achieve the system's function?

201.4 PARAMETERS / OPERATING LIMITS – None to be discussed.

201.5 SYSTEM INTERFACE – None to be discussed.

201.6 SAFETY PRECAUTIONS

201.6.1 What safety precautions must be observed when operating this system?

BLANK

202 ROM COMPUTER SYSTEM

References:

- a. Manufacturer's Technical Manual

202.1 FUNCTION

202.1.1 What is the function of this system?

202.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print of this system or the actual equipment, identify the following system components and component parts and discuss the designated item for each: (as applicable)

- a. What is its function?
- b. Where is it located?
- c. What are the sources of power?
- d. What are the modes of operation or control?
- e. What are the safety / protective devices for this component / component part?
- f. What are the probable indications if this component fails?
- g. How is access controlled?

- 202.2.1 .1 Central processing unit
 - a. Disk drives
 - b. Power on/off switch
- .2 Tape drive
- .3 Monitor
- .4 Keyboard
- .5 Printer

202.3 PRINCIPLES OF OPERATION

202.3.1 How does the component work together to achieve the systems function?

202.3.2 What indications will you receive if the system is malfunctioning?

202.4 PARAMETERS / OPERATING LIMITS

202.4.1 What is the system capacity of the central processing unit?

202.5 SYSTEM INTERFACE

202.5.1 How does loss of electrical power effect the operation of this system?

202.6 SAFETY PRECAUTIONS

202.6.1 What safety precautions must be observed when operating this system?

BLANK

203 VENDING / AMUSEMENT MACHINES SYSTEM

References:

- a. Manufacturer's Technical Manual
- b. OPNAVINST 5100.19, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
- c. NAVSUP P-487, Ship's Store Afloat Manual

203.1 FUNCTION

203.1.1 What is the function of this system?

203.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Referring to a standard print or this system or the actual equipment, identify the following system components and component parts and discuss the designated item for each: (as applicable)

- a. What is its function?
- b. Where is it located?
- c. What are the sources of power?
- d. What are the modes of operation or control?
- e. What are the safety / protective devices for this component / component part?
- f. What protection is provided by this component / component part?
- g. What are the probable indications if this component fails?

- 203.2 .1 Locking device
 - a. Built in lock
 - b. Group III locks
 - c. Money box
 - d. Dollar bill acceptor
- .2 Meter / totalizer
- .3 Coin Changer
- .4 Temperature control
- .5 Compressor
- .6 Drip pan
- .7 Amusement machine

203.3 PRINCIPLES OF OPERATION

- 203.3 .1 How do the components work together to achieve the system's function?
- .2 What indications will you receive if the system is malfunctioning?

203.4 PARAMETERS / OPERATING LIMITS

For the items listed answer the following questions:

- a. What is the normal operating value?
- b. What are the allowable operating limits?
- c. Where are the parameters sensed or monitored?
- d. What is the physical location of the indicators?

203.4.1 Temperature control

203.5 SYSTEM INTERFACE – None to be discussed.

203 VENDING / AMUSEMENT MACHINES SYSTEM (CON'T)

203.6 SAFETY PRECAUTIONS

- | | | |
|-------|----|--|
| 203.6 | .1 | What special safety precautions apply to machine mounting? |
| | .2 | What safety precautions must be observed when operating this system? |

204 WASHING EXTRACTOR SYSTEM

References:

- a. NAVEDTRA 10176, Ships Serviceman 3

204.1 FUNCTION

204.1.1 What is the function of this system?

204.2 SYSTEM COMPONENTS AND COMPONENT PARTS

For the components and component parts listed below:

- a. What is its function?
- b. Where is it located?
- c. What are the modes of operation or control?
- d. What are the interlocks?

- 204.2.1 .1 Timer / Programmer / PLC Controls
- .2 Power switch and selection buttons
- .3 Programmer Safety cutoff switch
- .4 Indicator lights
- .5 Automatic supply bins
- .6 Temperature control
- .7 Outer shell door
- .8 Outer shell door safety interlock switch
- .9 Program charts
- .10 Cylinder doors
- .11 Inching / Job button
- .12 Air pressure switch
- .13 Automatic brake

204.3 PRINCIPLES OF OPERATION

204.3.1 How do the components work together to achieve the system's function?

204.4 PARAMETERS

For the items listed below answer the following questions:

- a. What are the normal operating values and tolerances?
- b. Where are the parameters sensed or monitored?
- c. Where is the physical location of the indicators?

- 204.4.1 .1 Electrical Power
- .2 Steam pressure
- .3 Water Supply
- .4 Air Pressure

204.5 SYSTEM INTERFACE

How do the outside influences affect this system:

- 204.5.1 .1 Loss of steam
- .2 Loss of air
- .3 Loss of electrical power
- .4 Loss of water

204 WASHING EXTRACTOR SYSTEM (CON'T)

204.6 SAFETY PRECAUTIONS

What are the general safety precautions and/or features associated with the following:

- 204.6.1 .1 Electrical power
- .2 Outer Shell Door
- .3 Cylinder Doors
- .4 Loading and unloading equipment
- .5 Loading Supplies
- .6 Extract Cycle
- .7 Inching / Jogging Switch
- .8 Vibration Switch
- .9 Control Switch
- .10 Air Pressure Switch
- .11 Automatic Brake
- .12 Positioning Interlock Switch

205 TUMBLER DRYER SYSTEM

References:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

205.1 FUNCTION

205.1.1 Refer to a standard print of this system of the actual equipment.

205.2 SYSTEM COMPONENTS AND COMPONENTS PARTS

For the components and components parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the safety / protective devices for this component / component part?
- d. What protection is provided by this by this component / component part?
- e. What are the positions and function of each position?

- 205.2.1 .1 Power switch and indicator lights
- .2 Door safety switch
- .3 Temperature gage
- .4 Primary lint trap
- .5 Secondary lint trap
- .6 Automatic timer
- .7 Dampers
- .8 Thermostat
- .9 Steam Coils

205.3 PRINCIPLES OF OPERATION

205.3.1 How do the components work together to achieve the system's function?

205.4 PARAMETERS

For the items listed answer the following questions:

- a. What are the normal operating values and tolerances.
- b. Where are the parameters sensed or monitored.
- c. What is the physical location of the indicators.

- 205.4.1 .1 Electrical power
- .2 Steam

205.5 SYSTEM INTERFACE

How do the following outside influences affect this system.

- 205.5.1 .1 Loss of electrical power
- .2 Loss of steam

205 TUMBLER DRYER SYSTEM (CON'T)

205.6 SAFETY PRECAUTIONS

What are the general safety precautions and/or features associated with the following:

- 205.6.1 1 Electrical power
- .2 Steam supply and piping
- .3 Lagging
- .4 Door safety switch
- .5 Cleaning primary and secondary lint traps
- .6 Loading and unloading system
- .7 Leaving clothing unattended in dryer
- .8 Drying improperly washed clothing
- .9 Placing divisional laundry bags in dryer
- .10 Not using cool down cycle
- .11 Improper use of timer
- .12 Unclean steam coils
- .13 Clogged or damaged lint traps
- .14 Missing or inoperative thermostats
- .15 No fire sensing or smothering device

206 UTILITY PRESS SYSTEM

Reference:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

206.1 FUNCTION

206.1.1 Refer to a standard print of this system or to the actual equipment.

206.2 SYSTEM COMPONENTS AND COMPONENTS PARTS

For the component and component parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the safety/protective devices for this component/component part?
- d. What protection is provided by this component/component part?

- 206.2.1 .1 Buck
- .2 Covers and Pads
- .3 Press cover springs
- .4 Press head
- .5 Control Power (electrical)
- .6 Red Control Buttons
- .7 Green Control Buttons
- .8 Control Bar
- .9 Steam Control Valve

206.3 PRINCIPLES OF OPERATION

How do the components work together to achieve the system's function?

206.4 PARAMETERS

For the items listed answer the following questions.

- a. What are the normal operating values and tolerances?
- b. Where are the parameters sensed and monitored?
- c. What is the physical location of the indicators?

- 206.4.1 .1 Electrical power
- .2 Air Pressure
- .3 Steam Pressure

206.5 SYSTEM INTERFACE

How do the following outside influences affect this system?

- 206.5.1 .1 Loss of Power
- .2 Loss of Steam
- .3 Loss of Air

206 UTILITY PRESS SYSTEM (CON'T)

206.6 SAFETY PRECAUTIONS

What are the general safety precautions and/or features associated with the following:

- 206.6.1 .1 Press head pressure
- .2 Red Control Buttons
- .3 Green Control Buttons
- .4 Control Bar
- .5 Steam Control Valve
- .6 Power Control

207 PANTS TOPPER PRESS SYSTEM

References:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

207.1 FUNCTION

Refer to the standard print of this system or to the actual equipment.

207.2 SYSTEM COMPONENT AND COMPONENT PARTS

For the component and component parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the modes of operation or control?
- d. Where are the positions and functions of each position?

- 207.2.1 .1 Foot Pedal
- .2 Buck and padding
- .3 Pleat pressure plate
- .4 Waist clamp
- .5 Programmer
- .6 Pleat plate pressure gauge
- .7 Pleat plate pressure regulator
- .8 Water gun and hose
- .9 Damper control
- .10 Expander pressure regulator
- .11 Expander pressure gauge
- .12 Power Switch

207.3 PRINCIPLES OF OPERATION

How do the components work together to achieve the system's function?

207.4 PARAMETERS

For the items listed below answer the following questions?

- a. What are the normal operating values and tolerances?
- b. Where are the parameters sensed and monitored?
- c. What is the physical location of the indicators?

- 207.4.1 .1 Electrical power
- .2 Air Pressure
- .3 Steam Pressure

207.5 SYSTEM INTERFACE

How do the following influences affect this system:

- 207.5.1 .1 Loss of Steam
- .2 Loss of Air
- .3 Loss of Electrical Power

207.6 What are the general safety precautions that apply to this system?

BLANK

208 COLLAR/CUFF/YOKE PRESS SYSTEM

Reference:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

208.1 FUNCTION

Refer to a standard print of this system or to the actual equipment.

208.2 SYSTEM COMPONENT AND COMPONENT PARTS

For the component and component parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the safety/protective devices for this component/component part?

- 208.2.1 .1 Buck
- .2 Covers and Pads
- .3 Press cover springs
- .4 Press head
- .5 Control power (electrical)
- .6 Red control buttons
- .7 Green control buttons
- .8 Control bar
- .9 Steam control valve

208.3 PRINCIPLES OF OPERATION

How do the components work together to achieve the system's function?

208.4 PARAMETERS

For the items listed answer the following questions?

- a. What are the normal operating values and tolerances?
- b. Where are the parameters sensed and monitored?
- c. What is the physical location of the indicators?

- 208.4.1 .1 Electrical power
- .2 Air pressure
- .3 Steam pressure

208.5 SYSTEM INTERFACE

How do the following outside influences affect this system?

- 208.5.1 .1 Loss of power
- .2 Loss of steam
- .3 Loss of air

208 COLLAR/CUFF/YOKE PRESS SYSTEM (CON'T)

208.6 SAFETY PRECAUTIONS

What are the general safety precautions and/or features associated with the following:

- 208.6.1 .1 Press head pressure
.2 Red control buttons
.3 Green control buttons
.4 Control bar
.5 Steam control valve
.6 Power control

209 FLATWORK IRONER SYSTEM

Reference:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

209.1 FUNCTION

Refer to the standard print of this system or to the actual equipment.

209.2 SYSTEM COMPONENTS AND COMPONENTS PARTS

For the components and component parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the modes of operation or control?
- d. What are the safety/protective devices for this component/component part?
- e. What protection is provided by this component/component part?

- 209.2.1 .1 Steam heated cylinder
- .2 Feed ribbon
- .3 Return ribbon
- .4 Emergency stop button
- .5 Finger guard
- .6 Speed control lever
- .7 Foot pedal
- .8 Power switch

209.3 PRINCIPLES OF OPERATION

How do the components work together to achieve the system's function?

209.4 PARAMETERS

For the items listed answer the following questions:

- a. What are the normal operating values and tolerances?
- b. Where are the parameters sensed or monitored?
- c. What is the physical location of the indicators?

- 209.4.1 .1 Steam pressure
- .2 Electrical power

209.5 SYSTEM INTERFACE

How do the following outside influences affect this system?

- 209.5.1 .1 Loss of steam
- .2 Loss of power
- .3 Loss of air

209 FLATWORK IRONER SYSTEM (CON'T)

209.6 SAFETY PRECAUTIONS

What are the general safety precautions and/or features associated with the following:

- 209.6.1 .1 Power switch
- .2 Emergency stop button
- .3 Finger guard
- .4 Jammed linen or material
- .5 Foot pedal
- .6 Compression roll
- .7 Moving parts
- .8 Steam heated cylinder
- .9 Cool down procedure
- .10 Changing ribbons, pads and covers

210 DRYCLEANING MACHINE SYSTEM

Reference:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

210.1 FUNCTION

Refer to the standard print of this system or the actual equipment.

210.2 SYSTEM COMPONENTS AND COMPONENT PARTS

For the components or component parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the modes of operation or control?
- d. What are the interlocks?

- 210.2.1 .1 Power control and indicator lights
- .2 Control panel
- .3 Temperature gauge
- .4 Loading door
- .5 Lint trap
- .6 Strainer (button trap)
- .7 Washer basket
- .8 Distilling unit
- .9 Solvent storage tank

210.3 PRINCIPLES OF OPERATION

How do the components work together to achieve the system's function?

210.4 PARAMETERS

For the items listed answer the following questions:

- a. What are the operational values and tolerances?
- b. Where are the parameters sensed and monitored?
- c. What is the physical location of the indicators?

- 210.4.1 .1 Air pressure
- .2 Steam pressure
- .3 Solvent pressure
- .4 Steam temperature

210.5 SYSTEM INTERFACE

How do the following outside influences affect this system?

- 210.5.1 .1 Loss of steam
- .2 Loss of air
- .3 Loss of electrical power
- .4 Loss of solvent

210 DRYCLEANING MACHINE SYSTEM

210.6 SAFETY PRECAUTIONS

What is the general safety precautions associated with this system?

211 DRYCLEANING PRESS SYSTEM

References:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

211.1 FUNCTION

Refer to the standard print of this system or to the actual equipment.

211.2 SYSTEM COMPONENTS AND COMPONENT PARTS

For the component and component parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the safety and protective devices for this component/component part?
- d. What protection is provided by this component/component part?

- 211.2.1 .1 Head
- .2 Buck
- .3 Head operating handle
- .4 Head locking handle
- .5 Release button/bar
- .6 Buck steam pedal
- .7 Vacuum pedal
- .8 Head steam handle
- .9 Pressure regulator knob
- .10 Condensate recovery vacuum system

211.3 PRINCIPLES OF OPERATION

How do the components work together to achieve the system's function?

211.4 PARAMETERS

For the items listed answer the following questions:

- a. What are the normal operating values and tolerances?
- b. Where are the parameters sensed or monitored?
- c. What is the physical location of the indicators?

- 211.4.1 .1 Air pressure
- .2 Steam pressure

211.5 SYSTEM INTERFACE

How do the following outside influences affect the system?

- 211.5.1 .1 Loss of steam
- .2 Loss of air
- .3 Loss of electrical power

211 DRYCLEANING PRESS SYSTEM

211.6 SAFETY PRECAUTIONS

What is the general safety precautions associated with this equipment?

212 STEAM AIR FINISHER SYSTEM

References:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

212.1 FUNCTION

Refer to a standard print of this system or the actual equipment.

212.2 SYSTEM COMPONENTS AND COMPONENT PARTS

For the following components/component parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the modes of operation or control?

- 212.2.1 .1 Air control timer
- .2 Air toggle switch
- .3 Neon signal switch
- .4 Steam toggle switch
- .5 Steam control timer
- .6 Shoulder expanders
- .7 Collar form
- .8 Automatic foot switch/pedal
- .9 Vent clamps
- .10 Air pedal
- .11 Steam pedal

212.3 PRINCIPLES OF OPERATION

How do the following components work together to achieve the system's function?

212.4 PARAMETERS

For the items listed answer the following questions:

- a. What are the normal operating values and tolerances?
- b. Where are the parameters sensed or monitored?
- c. What is the physical location of the indicators?

- 212.4.1 .1 Air pressure
- .2 Steam pressure

212.5 SYSTEM INTERFACE

How do the following outside influences affect the system?

- 212.5.1 .1 Loss of steam
- .2 Loss of air
- .3 Loss of electrical power

212 STEAM AIR FINISHER SYSTEM

212.6 SAFETY PRECAUTIONS

What is the general safety precautions associated with this equipment?

213 SPOTTING BOARD SYSTEM

References:

- a. NAVEDTRA 10176, Ships Serviceman 3
- b. Manufacturer Technical Manual

213.1 FUNCTION

Refer to standard print of this system or to the actual equipment.

213.2 SYSTEM COMPONENTS AND COMPONENT PARTS

For the components and component parts below:

- a. What is its function?
- b. Where is it located?
- c. What are the positions and functions of each position?

- 213.2.1 .1 Main spotting board
- .2 Sleeveboard
- .3 Garment tray
- .4 Chemical tray
- .5 Spotting gun
- .6 Steam pedal
- .7 Air pedal
- .8 Vacuum pedal

213.3 PRINCIPLES OF OPERATION

How to the components work together to achieve the system's function?

213.4 PARAMETERS – None to be discussed.

213.5 SYSTEM INTERFACE

How do the following outside influences affect this system?

- 213.5.1 .1 Loss of steam
- .2 Loss of air
- .3 Loss of electrical power

213.6 SAFETY PRECAUTIONS

What is the general safety precautions associated with this system?

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INTRODUCTION TO FUNDAMENTALS (300 SECTION)

1. **INTRODUCTION.** The Workstation section of your JQR is where you get a chance to demonstrate to your Qualifier that you can put the knowledge you have gained in the Fundamentals and Systems section to use. This section allows you to practice the tasks required for your workstation and to handle abnormal conditions and emergencies. Before starting your assigned tasks, you must complete the fundamentals and systems that pertain to the performance of that particular task. Satisfactory completion of all prerequisite workstation, fundamentals and systems is required prior to achievement of final qualification.

2. **FORMAT.** Each workstation in this section contains:
 - a. A Final Qualification page, which is used to obtain the required signatures for approval and recording of Final Qualification.

 - b. A Qualification summary which is used to record completion of all requirements for qualification at that workstation, broken down as follows:
 - (1) **WORKSTATION INDOCTRINATION.** This is signed and dated by your supervisor after they have explained to you how and when you are to complete the JQR for that workstation. This will normally be your start date.

 - (2) **PREREQUISITES.** Prerequisites are items that must be certified as having been completed before you can begin qualification for a particular workstation. Prerequisites may include schools, workstation qualifications from other JQRs and other workstation qualifications from this booklet. Prior to signing off each prerequisite line item, the Qualifier must verify completion from existing records. The date is the date of actual completion, not the sign-off date. No points or percentages are assigned for prerequisites.

 - (3) **FUNDAMENTALS.** These are the required fundamentals from the 100 section of this booklet and are in addition to fundamentals you may have completed for other workstations. Normally all fundamentals must be completed and signed off here prior to starting the workstation (section 300) tasks, however, the Qualifier has the option of allowing you to start selected tasks after completing the fundamentals pertaining to the performance of those particular tasks.

 - (4) **SYSTEMS.** These are the systems from the 200 section of this booklet which are required for this workstation and are in addition to system required for prerequisite workstations. Before starting assigned workstation (section 300) tasks, you must complete the systems that pertain to those particular tasks. Satisfactory completion of all systems listed is required for Final Qualification.

 - (5) **WORKSTATION.** This is the Practical Factors portion of your qualification. It is broken down as follows:
 - (a) Tasks – routine operating tasks that are performed frequently
 - (b) Infrequent Tasks
 - (c) Abnormal Conditions
 - (d) Emergencies
 - (e) On the job training

3. **OPERATING PROCEDURES.** The JQR deliberately makes no attempt to specify the procedures to be used to complete tasks or to control or correct a casualty. The only proper sources of this information are the technical manuals, Engineering Operational Sequencing System (EOSS), Naval Air Training and Operating Procedures Standardization (NATOPS) or other policy-making documents prepared for a specific installation or a piece of equipment. Additionally, the level of accuracy required of a trainee may

vary from school-to-school, ship-to-ship, and squadron-to-squadron based upon such factors as mission requirements. Thus, proficiency may be confirmed only through demonstrated performance at a level of competency sufficient to satisfy the Commanding Officer.

4. DISCUSSION ITEMS. Though actual performance of evolution is always preferable to observation or discussion some items listed in each workstation may be too hazardous or time-consuming to perform or simulate. Therefore, you may be required to discuss such designated items with your Qualifier.
5. NUMBERING. Each Final Qualification is assigned a workstation number. This number is to be used for recording qualifications in service and training records.
6. HOW TO COMPLETE. After completing the required fundamentals and systems applicable to a particular task, you may perform the task under the supervision of a qualified person. If you satisfactorily perform the task and can explain each step, your Qualifier will sign you off for that task. After all line items have been completed, your Qualifier will verify Final Qualification by signing and dating the final Qualification pages.

301 JOB QUALIFICATION REQUIREMENTS FOR BULK STOREROOM CUSTODIAN

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Bulk Storeroom Custodian. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Bulk Storeroom Custodian (JQR-301).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

301 BULK STOREROOM CUSTODIAN WORKSTATION

Estimated completion time: 8 weeks

Total points this workstation: 100

301.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks, but must be completed prior to final qualification.

301.1.1 Fundamentals from this JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

103 Bulk Storeroom Custodian

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

301.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What safety precautions must be observed?
- e. What parameters/operating limits must be monitored?
- f. Perform/simulate this task IAW NAVSUP P-487.

301.2.1 Receive merchandise. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

301.2.2 Label received material. (2 times)

(Signature) (Date) (Signature) (Date)

301.2.3 Maintain security. (2 times)

(Signature) (Date) (Signature) (Date)

301 BULK STOREROOM CUSTODIAN WORKSTATION (CON'T)

301.2.4 Breakout/breakback merchandise. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.5 Prepare storeroom for inventory. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.6 Conduct perpetual inventories (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

301.2.7 Stow merchandise. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.8 Issue (miscellaneous expenditures). (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.9 Maintain sanitation. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.10 Maintain required documents. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.11 Rotate stock. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.12 Dispose un-saleable stock. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.13 Use car seals to secure storeroom spaces. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.14 Properly handle hazardous materials. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301 BULK STOREROOM CUSTODIAN WORKSTATION (CON'T)

Completion of 301.2 area comprises 50 points / 50% of workstation.

301.3 INFREQUENT TASKS – None to be discussed.

301.4 ABNORMAL CONDITIONS – None to be discussed.

301.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What operating limitations are imposed?
- e. What other emergencies or malfunctions may occur if immediate action is not taken?
- f. How does this emergency affect other operations?
- g. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

301.5.1 Fire/Flooding

(Signature) (Date)

301.5.2 Unauthorized entry (break ins)

(Signature) (Date)

301.5.3 Incapacitated custodian

(Signature) (Date)

301.5.4 Emergency entry procedures

(Signature) (Date)

Completion of 301.5 area comprises 10 points / 10% of workstation.

301 BULK STOREROOM CUSTODIAN WORKSTATION (CON'T)

301.6 ON THE JOB TRAINING

Work as bulk storeroom custodian under qualified supervision:

Normal Operations (10 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

_____	_____
(Signature)	(Date)

Completion of 301.6 area comprises 10 points / 10% of workstation.

301.7 EXAMINATIONS – (Optional except, as required by TYCOM/ISIC, etc)

301.7.1 Examination – Pass a written examination:

_____	_____
(Signature)	(Date)

301.7.2 Examination – Pass a oral examination board:

_____	_____
(Signature)	(Date)

302 JOB QUALIFICATION REQUIREMENTS FOR VENDING/AMUSEMENT MACHINE OPERATOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Vending/Amusement Machine Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Vending/Amusement Machine Operator (JQR-302).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

302 JOB QUALIFICATION REQUIREMENTS FOR VENDING/AMUSEMENT MACHINE OPERATOR (CON'T)

Estimated completion time: 8 weeks

Total points this workstation: 100

302.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

302.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

104 Vending Machine Operator

Completed _____ 20 points / 20% of Workstation
(Qualifier/Date)

302.1.2 System From This JQR:

203 Vending/Amusement Machine

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

302.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What safety precautions must be observed?
- e. Perform/simulate this task IAW NAVSUP P-487.

302.2.1 Maintain security. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

302.2.2 Maintain sanitation. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

302 JOB QUALIFICATION REQUIREMENTS FOR VENDING/AMUSEMENT MACHINE OPERATOR (CON'T)

302.2.3 Prepare vending machine for inventory. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------

302.2.4 Turnover and account for cash with the person making collections. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

302.2.5 Received breakouts. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

302.2.6 Maintain required documents. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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302.2.7 Dispose of un-saleable sodas. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

302.2.8 Practice good customers relations. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

302.2.9 Use car seal on Vending/Amusement machines and storage spaces. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

Completion of 302.2 area comprises 50 points / 50% of workstation.

302.3 INFREQUENT TASKS – None to be discussed.302.4 ABNORMAL CONDITIONS – None to be discussed.**302.5 EMERGENCIES**

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. How does this emergency affect other operations?
- e. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

302 JOB QUALIFICATION REQUIREMENTS FOR VENDING/AMUSEMENT MACHINE OPERATOR (CON'T)

302.5.1 Incapacitated custodian. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

302.5.2 Break-ins. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

302.5.3 Emergency entry procedures.

_____ (Signature)	_____ (Date)
----------------------	-----------------

Completion of 302.5 area comprises 10 points / 10% of workstation.

302.6 ON THE JOB TRAINING

Working as vending/amusement machine operator under qualified supervision:

Normal Operations (10 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

_____ (Signature)	_____ (Date)
----------------------	-----------------

Completion of 302.6 area comprises 10 points / 10% of workstation.

302.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

302.7.1 Examinations – Pass a written examination:

_____ (Signature)	_____ (Date)
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302.7.2 Examinations – Pass an oral examination board:

_____ (Signature)	_____ (Date)
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303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Retail Activity Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Retail Activity Operator (JQR-303).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)

Estimated completion time: 8 weeks

Total points this workstation: 100

303.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

303.1.2 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

105 Retail Activity Operator

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

303.1.2 Systems From This JQR:

201 Cash Register

Completed _____ 20 points / 20% of Workstation
(Qualifier/Date)

303.2 TASKS

For the tasks listed below:

- What are the steps of this procedure?
- What are the reasons for each step?
- What safety precautions must be observed?
- Perform/simulate this task IAW NAVSUP P-487.

303.2.1 Receive breakout. (3 times)

 (Signature)

 (Date)

 (Signature)

 (Date)

 (Signature)

 (Date)

303.2.2 Maintain visual merchandise display. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)

303.2.3 Maintain security. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.4 Maintain sanitation. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.5 Operate cash register. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.2.6 Handle cash received from sales. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.7 Turnover and account for cash received from sales in the 469. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.8 Prepare for the retail store for inventory. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.9 Receive merchandise directly into the retail store. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.10 Prepare an overring/refund voucher. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.11 Maintain required ship's store policy and merchandising signs. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.12 Receive and account for change fund. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.13 Determine restocking requirements. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)

303.2.14 Price merchandise. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.15 Conduct price changes. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.16 Practice good customer relations. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.17 Dispose of unsalable stock. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.2.18 Accept payment by personal check. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------

303.2.19 Maintain breakout records. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------

303.2.20 Use car seal on retail store. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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Completion of 303.2 area comprises 20 points / 20% of workstation.

303.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What conditions require this infrequent task?
- e. Perform or simulate this task IAW NAVSUP P-487.

303.3.1 Process bulk sales. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)

303.3.2 Process issues. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.3.3 Handle uncollectible checks. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.3.4 Conduct price checks. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.3.5 Post customer price list.

_____ (Signature)	_____ (Date)
----------------------	-----------------

303.3.6 Prepare the store for underway periods. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------

Completion of 303.3 area comprises 18 points / 18% of workstation.

303.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What operating limitations are imposed?
- e. Perform or simulate the corrective action for this abnormal condition IAW NAVSUP P-487.

303.4.1 Cash register failure.

_____ (Signature)	_____ (Date)
----------------------	-----------------

303.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What operating limitations are imposed?
- e. How does this emergency affect other operations?
- f. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)

303.5.1 Fire/Flooding. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.5.2 Break ins. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.5.3 Loss of power. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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303.5.4 Incapacitated operator. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

303.5.5 Emergency entry procedures.

_____ (Signature)	_____ (Date)
----------------------	-----------------

Completion of 303.5 area comprises 10 points / 10% of workstation.

303.6 ON THE JOB TRAINING

Work as retail store operator under qualified supervision:

Normal Operations: (10 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

_____ (Signature)	_____ (Date)
----------------------	-----------------

Completion of 303.6 area comprises 5 points / 5% of workstation.

303 JOB QUALIFICATION REQUIREMENTS FOR RETAIL ACTIVITY OPERATOR (CON'T)

303.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

303.7.1 Examinations – Pass a written examination.

(Signature) (Date)

303.7.2 Examinations – Pass a oral examination board.

(Signature) (Date)

304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Cash Collection Agent. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Cash Collection Agent (JQR-304).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

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304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT (CON'T)

Estimated completion time: 8 weeks

Total points this workstation: 100

304.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

304.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

106 Cash Collection Agent

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

304.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What safety precautions must be observed?
- e. What parameters/operating limits must be monitored?
- f. Perform/simulate this task IAW NAVSUP P-487.

304.2.1 Maintain cash register record. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

304.2.2 Maintain cash receipt book for deposits. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

304.2.3 Collect cash/sales. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT (CON'T)

304.2.4 Deposit collection. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.5 Maintain security. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

304.2.6 Prepare cash sales invoice. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304.2.7 Prepare Cash Receipt Certificate NAVCOMPT Form 2114. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

304.2.8 Operate coin sorter/wrapper machine. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

304.2.9 Replace detailed tape. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

304.2.10 Prepare Overring/Refund Voucher NAVSUP Form 972. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

304.2.11 Handle cash rebate checks. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

304.2.12 Prepare Collections/Disbursement Voucher Standard Form 1034. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

304.2.13 Enter cash/sales in ROM. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT (CON'T)

304.2.14 Prepare remittance to contractor for amusement machines. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

Completion of 304.2 area comprises 40 points / 40% of workstation.

304.3 INFREQUENT TASKS

For the infrequent tasks listed below.

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What conditions requires this infrequent task?
- e. Perform or simulate this task IAW NAVSUP P-487.

304.3.1 Handle uncollectible checks. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

304.3.2 Handle health and comfort issues.

(Signature) (Date)

304.3.3 Handle Bulk Sale.

(Signature) (Date)

304.3.4 Handle foreign currency.

(Signature) (Date)

304.3.5 Process deficit of change funds.

(Signature) (Date)

304.3.6 Prepare change fund for monthly audit. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

Completion of 304.3 area comprises 10 points / 10% of workstation.

304.4 ABNORMAL CONDITIONS – None to be discussed.

304 JOB QUALIFICATION REQUIREMENTS FOR CASH COLLECTION AGENT (CON'T)

304.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. How does this emergency affect other operations/equipment/watchstations?
- e. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

304.5.1 Break ins.

(Signature) (Date)

304.5.2 Incapacitated collection agent.

(Signature) (Date)

Completion of 304.5 area comprises 10 points / 10% of workstation

304.6 ON THE JOB TRAINING

Work as cash collection agent under qualified supervision.

Normal Operations: (10 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date)

Completion of 304.6 area comprises 5 points / 5% of workstation.

304.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc.)

304.7.1 Examination – Pass a written examination.

(Signature) (Date)

304.7.2 Examination – Pass an oral examination board.

(Signature) (Date)

305 JOB QUALIFICATION REQUIREMENTS FOR SHIPBOARD BARBER

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Shipboard Barber. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Shipboard Barber (JQR-305).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

305 JOB QUALIFICATION REQUIREMENTS FOR SHIPBOARD BARBER (CON'T)

Estimated completion time: 6 weeks

Total points this workstation: 100

305.1 PREREQUISITES

Before starting your assigned tasks, complete the following:

305.1.1 Schools:

C/NA-840-0013 Shipboard Barber

Completed _____
(Qualifier/Date)

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

305.1.2 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

107 Shipboard Barber

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

305.2 TASKS

For the task listed below:

- What are the steps of this procedure?
- What are the reasons for each step?
- What safety precautions must be observed?
- Perform/simulate this task.

305.2.1 Maintain sanitation. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

305.2.2 Maintain security. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

305 JOB QUALIFICATION REQUIREMENTS FOR SHIPBOARD BARBER (CON'T)

305.2.3 Maintain Barbershop Appointment Record. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

305.2.4 Cut hair using electric clippers. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

305.2.5 Cut hair using scissors. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

305.2.6 Practice good customer relations. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

305.2.7 Maintain tools and equipment. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

305.2.8 Disinfect/sterilize tools and equipment. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

Completion of 305.2 area comprises 20 points / 20% of workstation.

305.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What conditions requires this infrequent task?
- e. Perform or simulate this task.

305.3.1 Give female haircut. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

305.3.2 Identify skin disease. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
----------------------	-----------------	----------------------	-----------------	----------------------	-----------------

Completion of 305.3 area comprises 10 points / 10% of workstation.

305 JOB QUALIFICATION REQUIREMENTS FOR SHIPBOARD BARBER (CON'T)

305.4 ABNORMAL CONDITIONS – None to be discussed.

305.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. Perform or simulate the immediate action for this emergency condition.

305.5.1 Administer first aid on accidental skin cut. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

Completion of 305.5 area comprises 10 points / 10% of workstation.

305.6 ON THE JOB TRAINING

Give 36 Satisfactory haircuts for each of the following styles in accordance with U.S. Navy Regulations.

Straight cut.

(Signature) (Date)

Afro haircut.

(Signature) (Date)

Curly haircut.

(Signature) (Date)

Completion of 305.6 area comprises 30 points / 30% of workstation.

305.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc.)

305.7.1 Examination – Pass a written examination.

(Signature) (Date)

305.7.2 Examination – Pass an oral examination board.

(Signature) (Date)

BLANK

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for ROM User / Records Keeper. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified ROM User/Records Keeper (JQR-306).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

Estimated completion time: 26 weeks

Total points this workstation: 100

306.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

306.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

108 ROM User / Records Keeper

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

109 NAVSUP P-487

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

110 Computer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

306.1.2 System From This JQR:

202 ROM Computer

Completed _____ 20 points / 20% of Workstation
(Qualifier/Date)

306.2 TASKS AUTOMATED

For the automated tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What means of communications are used?
- e. What safety precautions must be observed?
- f. What parameters/operating limits must be monitored?
- g. Perform or simulate this task IAW ROM Terminal/User's Guide.

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.2.1 Resale Operations Management (ROM) computer system.

- a. Energize the computer system.

(Signature) (Date)

- b. Log on and enter password.

(Signature) (Date)

- c. Accomplish daily dayback and maintain backup tapes.

(Signature) (Date)

- d. Monitor system initialization.

(Signature) (Date)

306.2.2 Stock Record Master

- a. Create stock record master. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- b. Modify stock record master. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- c. Delete stock record master.

(Signature) (Date)

- d. Print stock record master list.

(Signature) (Date)

- e. View specific stock record master.

(Signature) (Date)

- f. View stock record master by department.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

- g. View detail ledger.

(Signature) (Date)

306.2.3 Procurement

- a. Maintain and update automated contract bulletin (ACB).

(Signature) (Date)

- b. Maintain and update automated SSAC listing (ASL).

(Signature) (Date)

- c. Create requisitions from CARGO.

(Signature) (Date)

- d. Create requisitions from Naval Supply Center.

(Signature) (Date)

- e. Create requisitions from other supply officer. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- f. Create requisition from general stores.

(Signature) (Date)

- g. Create requisition from general mess.

(Signature) (Date)

- h. Modify requisition from CARGO.

(Signature) (Date)

- i. Modify requisition from NSC.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

j. Modify requisition from other supply officer.

(Signature) (Date)

k. Create purchase order from the ship store contract bulletin. (3 times)

(Signature) (Date) _____
(Signature) (Date) _____
(Signature) (Date)

l. Create purchase order from SSAC. (3 times)

(Signature) (Date) _____
(Signature) (Date) _____
(Signature) (Date)

m. Create purchase order from foreign merchandise program.

(Signature) (Date)

n. Create Special 1155.

(Signature) (Date)

o. Create purchase from Navy Exchange.

(Signature) (Date)

p. Modify purchase order from contract/SSAC/foreign merchandise. (3 times)

(Signature) (Date) _____
(Signature) (Date) _____
(Signature) (Date)

q. Print DD Form 1155. (3 times)

(Signature) (Date) _____
(Signature) (Date) _____
(Signature) (Date)

r. View outstanding requisitions/all requisitions.

(Signature) (Date)

s. View outstanding purchase orders/all purchase orders.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.2.4 Receipt Functions

- a. Receive outstanding requisitions/purchase orders. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- b. Receive directly into sales outlet.

(Signature) (Date)

- c. Receive partial shipments.

(Signature) (Date)

- d. Receive bonus free items.

(Signature) (Date)

- e. Prepare DD Form 1149 for adjustments to receipts.

(Signature) (Date)

- f. Print DD Form 1149 for adjustments to receipts.

(Signature) (Date)

- g. Process cash refund.

(Signature) (Date)

- h. Process credit memorandums.

(Signature) (Date)

- i. Cancel outstanding requisition/purchase order.

(Signature) (Date)

- j. Prepare modifications to receipt documents.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.2.5 Retail Price Changes

- a. Create a RPC mark on.

(Signature) (Date)

- b. Create RPC markdown to cost.

(Signature) (Date)

- c. Create RPC markdown to below cost.

(Signature) (Date)

- d. Create RPC markdown to zero.

(Signature) (Date)

- e. Add to an existing retail price change.

(Signature) (Date)

306.2.6 Surveys

- a. Create survey chargeable to Defense Business Fund (DBOF).

(Signature) (Date)

- b. Create survey chargeable to Ships Store Profits, Navy (SSPN).

(Signature) (Date)

- c. Create revaluation by survey ships store or clothing stock.

(Signature) (Date)

306.2.7 Intra-Store Transfer Data

- a. Create transfer request. (3 times)

(Signature) (Date) _____
(Signature) (Date) _____
(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

- b. Add to an existing transfer request.

(Signature) (Date)

- c. Print initial transfer request.

(Signature) (Date)

- d. Post intra-store transfer data. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- e. Print final intra-store transfer. (3 times)

(Signature) (Date)

306.2.8 Cash Receipts

- a. Post daily cash receipts from retail stores or snack machines. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- b. Post daily cash receipts from can drink vending machines. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- c. Modify cash receipts previously posted to ROM.

(Signature) (Date)

- d. Delete cash receipts previously posted to ROM.

(Signature) (Date)

- e. Post contributions.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.2.9 Amusement machine

- a. Add amusement machine.

(Signature) (Date)

- b. Post amusement machines.

(Signature) (Date)

- c. Delete amusement machines.

(Signature) (Date)

- d. Prepare amusement machine monthly transmittal letter.

(Signature) (Date)

306.2.10 Inventory

- a. Restart monthly inventory. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- b. Process inventory prelisting. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- c. Print inventory prelisting. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- d. Post inventory quantities. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- e. Print the inventory count sheet. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- f. Print the inventory summary sheets. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

g. Print the inventory difference. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

h. Post Inventory Price line inventory.

(Signature) (Date)

i. Change inventory prelisting serial number.

(Signature) (Date)

j. Delete inventory prelisting.

(Signature) (Date)

306.2.11 Reporting

a. Prepare monthly transmittal of receipt document. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

b. Print number control record.

(Signature) (Date)

c. Print expenditure invoice log.

(Signature) (Date)

d. Print financial control record. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

e. Print journal of receipt/journal of expenditure. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

f. Post required entries to NAVCOMPT Form 153. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

- g. Prepare Inventory Control Record. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- h. Print inventory management report. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306.2.12 Resale operations constants

- a. Maintain ship's constants

(Signature) (Date)

- b. Maintain store no./names.

(Signature) (Date)

- c. Maintain retail department codes.

(Signature) (Date)

- d. Process end of accounting period closeouts. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306.2.13 SSAC/Contract Vendor Maintenance

- a. Add a new vendor.

(Signature) (Date)

- b. Modify an existing vendor.

(Signature) (Date)

- c. Delete existing vendor.

(Signature) (Date)

- d. Print vendor master list.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

- e. View vendor master list.

(Signature) (Date)

- f. Access and use automated contract bulletin.

(Signature) (Date)

- g. Access and use automated SSAC listing.

(Signature) (Date)

306.2.14 Miscellaneous expenditures

- a. Enter transfer to other supply officers. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- b. Enter health and comfort issues.

(Signature) (Date)

- c. Enter issues to Ships Use.

(Signature) (Date)

- d. Enter issues to the General Mess.

(Signature) (Date)

- e. Enter credit memorandum.

(Signature) (Date)

- f. Enter cash refunds.

(Signature) (Date)

306.2.15 Corrections. Note: The following items must be completed with Sale Officer or someone having access to function 15.

- a. Correct mistakes on intra-store transfer data. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

- b. Correct mistakes made on receipt documents. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- c. Correct mistakes made on expenditure documents. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

- d. Correct retail price change.

(Signature) (Date)

- e. Correct stock record opening balances.

(Signature) (Date)

- f. Correct value of inventory brought forward in each ship's store.

(Signature) (Date)

- g. Correct accounting adjustments, freight charges and cash refund amounts and credit memorandums.

(Signature) (Date)

- h. Print correction audit trail report.

(Signature) (Date)

- i. Explain reports found in data file query.

(Signature) (Date)

Completion of 306.2 area comprises 30 points / 30% of workstation.

306.3 TASKS MANUAL

For the manual tasks listed below:

- What are the steps of this procedure?
- What are the reasons for each step?
- What control/coordination is required?
- What means of communications are used?
- What safety precautions must be observed?
- What parameters/operating limits must be monitored?
- Perform or simulate this task IAW ROM Terminal/User's Guide.

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.3.1 Establish SSA Files.

(Signature) (Date)

306.3.2 Maintain SSA Files.

a. Financial Control Record File SSA-1.

(Signature) (Date)

b. Number Control Record File SSA-2.

(Signature) (Date)

c. Journal of Receipts and Journal of Expenditure File SSA-3.

(Signature) (Date)

d. Receipts From Purchase File SSA-4.

(Signature) (Date)

e. Receipts From Other Supply Officers SSA-5.

(Signature) (Date)

f. Expenditure To Use File SSA-6.

(Signature) (Date)

g. Surveys To DBOF File SSA-7.

(Signature) (Date)

h. Cash Sales File SSA-8.

(Signature) (Date)

i. Transfer to OSO File SSA-9.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

j. Returns File SSA-10.

(Signature) (Date)

k. Purchase Order File SSA-11 contents: SSA-11A, SSA-11B and SSA-11C.

(Signature) (Date)

l. Outstanding Requisition File SSA-12.

(Signature) (Date)

m. Completed Requisition File SSA-13.

(Signature) (Date)

n. Expenditure Invoice File SSA-14.

(Signature) (Date)

o. Military Correspondence File SSA-17.

(Signature) (Date)

p. Commercial Correspondence File SSA-18.

(Signature) (Date)

q. Credit Memorandum and Cash Refund File SSA-19.

(Signature) (Date)

r. Incoming Material File SSA-20.

(Signature) (Date)

s. Accountability File SSA-21.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

t. Charges Against Ships Store Profits, Navy File SSA-22.

(Signature) (Date)

u. Receipt Inspector File SSA-23.

(Signature) (Date)

v. Special Order File SSA-24.

(Signature) (Date)

306.3.3 Document Distribution

a. Inventory Count Sheet NAVSUP Form 238.

(Signature) (Date)

b. Intra-Store Transfer Data (NAVSUP Form 973)

(Signature) (Date)

c. Retail Price Change (NAVSUP Form 983) for Markdown to Zero and Markdown Below Cost.

(Signature) (Date)

d. DD Form 1155 U.S. Merchandise Fast Pay Procedures apply.

(Signature) (Date)

e. DD Form 1155 U.S. Merchandise Fast Pay Procedures do not apply.

(Signature) (Date)

f. DD Form 1155 Foreign Merchandise

(Signature) (Date)

g. DD Form 1155 Special

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

h. DD Form 1149 Requisition and Receipt Document

(Signature) (Date)

i. DD Form 1149 Transfer Invoice.

(Signature) (Date)

j. DD Form 1348-1.

(Signature) (Date)

k. DD Form 200 Report of Survey.

(Signature) (Date)

l. DD Form 1149 Cash Refund.

(Signature) (Date)

m. DD Form 1149 Credit Memorandum.

(Signature) (Date)

n. DD Form 1149 Issues to other appropriations (such as general mess and general stores).

(Signature) (Date)

o. DD Form 1149 Cash Sales Invoice.

(Signature) (Date)

p. DD Form 1149 receipts from other appropriations.

(Signature) (Date)

q. NAVCOMPT Form 153 Ships Store Balance Sheet and Profit and Loss Statement.

(Signature) (Date)

r. Standard Form 1034 Public Voucher For Purchases other than Personal.

(Signature) (Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.3.4 Maintain required ships store publications and forms.

(Signature) (Date)

306.3.5 Prepare monthly amusement machine transmittal letter.

(Signature) (Date)

306.3.6 Prepare and submit monthly transmittal of receipt documents. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306.3.7 Process the unmatched expenditure listing. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306.3.8 Check dealers' bill against retained copies of the corresponding receipt document and reconcile differences. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306.3.9 Verify perpetual counts off the intra-store transfer data NAVSUP Form 973 with the balance in bulk storeroom shown on the stock record NAVSUP Form 464. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

306.3.10 Prepare the DD Form 200 for surveys.

(Signature) (Date)

306.3.11 Prepare NAVCOMPT Form 176 summarizing transfer invoices.

(Signature) (Date)

306.3.12 Prepare Standard Form 1034 for transfer of funds to the MWR.

(Signature) (Date)

Completion of 306.3 area comprises 10 points / 10% of workstation.

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.4 INFREQUENT TASKS

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. Perform or simulate this task IAW NAVSUP P-487.

306.4.1 Restore day back. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

306.4.2 Accomplish a system backup. (3 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

306.4.3 Prepare bulk sales.

_____	_____
(Signature)	(Date)

306.4.4 Prepare purchase document for foreign merchandise.

_____	_____
(Signature)	(Date)

306.4.5 Process dealer's bill for payment.

_____	_____
(Signature)	(Date)

306.4.6 Process requisitions from the CLF ships overseas.

_____	_____
(Signature)	(Date)

306.4.7 Process requisitions from shore supply support activities.

_____	_____
(Signature)	(Date)

306.4.8 Process requisitions from other government departments.

_____	_____
(Signature)	(Date)

306.4.9 Initiate emergency purchase.

_____	_____
(Signature)	(Date)

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.9.10 Process purchases using Ships Store Profits, Navy SSPN.

(Signature) (Date)

306.9.11 Procure repair parts and services for vending machines or other Ships Store equipment.

(Signature) (Date)

306.9.12 Assemble and forward financial returns at the end of each accounting period.

(Signature) (Date)

306.9.13 Assemble retained returns.

(Signature) (Date)

Completion of 306.4 area comprises 10 points / 10% of workstation.

306.5 ABNORMAL CONDITIONS – None to be discussed.

306.6 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What operating limitations are imposed?
- e. What other emergencies or malfunctions may occur if immediate action is not taken?
- f. How does this emergency affect other operations/equipment/watch stations?
- g. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

306.6.1 Loss of Power. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

Completion of 306.6 area comprises 2 points / 2% of workstation.

306.7 ON THE JOB TRAINING

Work as ROM User / Records Keeper under qualified supervision:

Normal Operations. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

Completion of 306.7 area comprises 10 points / 10% of workstation.

306 JOB QUALIFICATION REQUIREMENTS FOR ROM USER / RECORDS KEEPER (CON'T)

306.8 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

306.8.1 Examination – Pass a written examination.

(Signature) (Date)

306.8.2 Examination – Pass an oral examination board.

(Signature) (Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Ships Store Supervisor / Manager. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Ships Store Supervisor/Manager. (JQR-307).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

Estimated completion time: 26 weeks

Total points this workstation: 100

307.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

307.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

103 Bulk Storeroom Custodian

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

104 Vending Machine Operator

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

105 Retail Activity Operator

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

106 Cash Collection Agent

Completed _____ 4 points / 4% of Workstation
(Qualifier/Date)

107 Shipboard Barber

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

108 ROM User / Records Keeper

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

109 NAVSUP P-487

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

110 Computer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

111 Laundry / Dry Cleaning Chemicals

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

112 Receiving and Issuing

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

113 Wash Extractor

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

114 Tumbler Dryer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

115 Laundry / Dry Cleaning Presses

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

116 Dry Cleaning Machine

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

117 Spotting Board

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

118 Receipt Inspector

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

307.2 Systems From This JQR:

202 ROM Computer

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

204 Washer Extractor

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

205 Tumbler Dryer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

206 Utility Press

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

207 Pants Topper Press

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

208 Collar/Cuff/Yoke

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

209 Flatwork Ironer

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

210 Dry Clean Machine

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

211 Dry Clean Press

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

212 Steam Air Finisher

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

213 Spotting Board

Completed _____ 2 points / 2% of Workstation
(Qualifier/Date)

307.3 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. Perform this task IAW NAVSUP P-487.

307.3.1 Supervisor/Manager

- a. Submit request for NEXCOM Fleet Assistance Team to conduct assist visit.

(Signature) (Date)

- b. Prepare and update Supply Department Instructions for Ships Store.

(Signature) (Date)

- c. Prepare and update Ships Store organizational chart.

(Signature) (Date)

- d. Inspect all Ships Store Spaces for proper Group III and IV security.

(Signature) (Date)

- e. Review the ROM Security Access Rights List to ensure ROM system security is intact.

(Signature) (Date)

- f. Establish and monitor hours of operation for all activities.

(Signature) (Date)

- g. Ensure merchandise is sold at the correct price in all retail activities.

(Signature) (Date)

- h. Ensure prices in all retail activities are displayed as required.

(Signature) (Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

- i. Monitor retail operations to ensure all sales are made on a cash basis only.

(Signature) (Date)

- j. Audit the Cash Register Record (NAVSUP Form 469).

(Signature) (Date)

- k. Ensure uncollectible/dishonored checks processed properly.

(Signature) (Date)

- l. Resolve customer complaints regarding refunds and dissatisfaction.

(Signature) (Date)

- m. Ensure change funds are issued and audited within current guidelines.

(Signature) (Date)

- n. Prepare maintenance plan for all retail and service activity equipment.

(Signature) (Date)

- o. Ensure COSAL is updated for all supported equipment.

(Signature) (Date)

- p. Inspect all spaces and equipment for safety and fire hazards.

(Signature) (Date)

- q. Ensure sanitation requirements are posted and followed in all Ship Store spaces.

(Signature) (Date)

- r. Ensure cash received from sales in all retail outlets is collected as required.

(Signature) (Date)

- s. Audit laundry and dry cleaning logs.

(Signature) (Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

- t. Ensure requirements of the Navy's Heat Stress Program are followed in the service activities.

(Signature) (Date)

- u. Initiate request to stock articles not listed in NEXCOM Pub 81.

(Signature) (Date)

- v. Establish guidelines for the control of emblematic inventory levels.

(Signature) (Date)

- w. Initiate procurement of supplies used to operate the Service Activities.

(Signature) (Date)

- x. Conduct monthly review of ICR and Stock Record Master.

(Signature) (Date)

- y. Initiate procurement actions for Ships Store Stock.

(Signature) (Date)

- z. Audit procurement documents for accuracy.

(Signature) (Date)

- aa. Initiate actions to dispose of excess stock.

(Signature) (Date)

- bb. Initiate procurement of major Ships Store equipment.

(Signature) (Date)

- cc. Initiate modernization plan.

(Signature) (Date)

- dd. Monitor receipt operations.

(Signature) (Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

ee. Resolve discrepancies in receipts from OSO or purchase.

(Signature) (Date)

ff. Audit receipt documents and compare them against the Journal of Receipts (NAVSUP Form 977) on weekly basis.

(Signature) (Date)

gg. Ensure the monthly transmittal of receipts documents in accurate and submitted on time.

(Signature) (Date)

hh. Ensure adjustments are made when the dealers' invoice does not match the corresponding receipt documents.

(Signature) (Date)

ii. Monitor the handling and reduction of items listed on the Unmatched Expenditure Listing.

(Signature) (Date)

jj. Prepare stowage plans for normal operations and deployment.

(Signature) (Date)

kk. Audit Intra-Store Transfer Data (NAVSUP Form 973) against the Financial Control Record (NAVSUP Form 235).

(Signature) (Date)

ll. Audit and validate all expenditure documents against the Journal of Expenditure (NAVSUP Form 978).

(Signature) (Date)

mm. Follow up on merchandise returned to the vendor for credit memorandum or cash refund.

(Signature) (Date)

nn. Anticipate expenses and determine amounts of profit to be transferred to the MWR Fund.

(Signature) (Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

oo. Establish guidelines for conducting inventory.

(Signature) (Date)

pp. Audit the Ships Store Inventory for accuracy.

(Signature) (Date)

qq. Assemble and audit Ships Store Financial returns.

(Signature) (Date)

rr. Assemble and audit Ships Store retained returns.

(Signature) (Date)

ss. Prepare Ships Store monthly management report.

(Signature) (Date)

tt. Monitor the processing of the Fast Pay listing.

(Signature) (Date)

uu. Verify all outstanding credit memos on the last page of the bulk inventory.

(Signature) (Date)

Completion of 307.2 area comprises 10 points / 10% of watchstation.

307.4 INFREQUENT TASKS

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control / coordination is required?
- d. Perform or simulate this task IAW NAVSUP P-487.

307.4.1 Prepare training program.

(Signature) (Date)

307 JOB QUALIFICATION REQUIREMENTS FOR SHIPS STORE SUPERVISOR / MANAGER

307.4.2 Investigate excessive/disproportionate differences.

(Signature) (Date)

307.4.3 Prepare load out plan for deployment.

(Signature) (Date)

307.4.4 Establish guidelines for procurement and sale of foreign merchandise.

(Signature) (Date)

307.4.5 Evaluate the sales, profit and inventory position using the Inventory Control Record and the Operational Analysis.

(Signature) (Date)

307.4.6 Initiate actions for ROM system failure.

(Signature) (Date)

Completion of 307.3 area comprises 10 points / 10% of watchstation.

307.5 ABNORMAL CONDITIONS – None to be discussed.

307.6 EMERGENCIES – None to be discussed.

307.7 WATCHES – None

BLANK

308 JOB QUALIFICATION REQUIREMENTS FOR RECEIPT INSPECTOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Receipt Inspector. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Receipt Inspector. (JQR-308).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

308 JOB QUALIFICATION REQUIREMENTS FOR RECEIPT INSPECTOR

Estimated completion time: 8 weeks

Total points this workstation: 100

308.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

308.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

102 Security

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

308.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control / coordination is required?
- d. Perform this task IAW NAVSUP P-487.

308.2.1 Receive stock from Other Supply Officers. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.2 Receive stock from commercial sources. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.3 Receive stock from Combat Logistics Force (CLF) units.

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.4 Receive stock from other appropriations (i.e. General Stores, General Mess)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.5 Receive partial shipments.

(Signature) (Date)

308 JOB QUALIFICATION REQUIREMENTS FOR RECEIPT INSPECTOR

308.2.6 Receive stock using dummy invoices.

(Signature) (Date)

308.2.7 Mark received stock. (3 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

308.2.8 Material Handling

a. Load stock on a two-way pallet.

(Signature) (Date)

b. Load stock on a four-way pallet.

(Signature) (Date)

c. Handle received merchandise using a forklift truck.

(Signature) (Date)

d. Handle received merchandise using a pallet truck.

(Signature) (Date)

e. Receive stock using a hand truck.

(Signature) (Date)

f. Receive stock using a conveyor.

(Signature) (Date)

g. Transfer stock down a ladder chute.

(Signature) (Date)

Completion of 308.2 area comprises 40 points / 40% of workstation.

308.3 INFREQUENT TASKS – None to be discussed.

308 JOB QUALIFICATION REQUIREMENTS FOR RECEIPT INSPECTOR

308.4 ABNORMAL CONDITIONS – None to be discussed.

308.5 EMERGENCIES – None to be discussed.

308.6 ON THE JOB TRAINING

Receive stock under qualified supervision.

Normal Operations. (5 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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Completion of 308.6 area comprises 40 points / 40% of workstation.

308.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

308.7.1 Examination – Pass a written examination.

_____ (Signature)	_____ (Date)
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308.7.2 Examination – Pass an oral examination board.

_____ (Signature)	_____ (Date)
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309 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY RECEIVING / ISSUE CLERK

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Laundry Receiving / Issue Clerk. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Laundry Receiving / Issue Clerk. (JQR-309).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

309 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY RECEIVING / ISSUE CLERK (CON'T)

Estimated completion time: 1 week

Total points this workstation: 100

309.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

309.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

112 Receiving and Issuing

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

309.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. Perform this task.

309.2.1 Maintain the Bulk Work Log.

(Signature) (Date)

309.2.2 Maintain the Press Deck Log.

(Signature) (Date)

309.2.3 Maintain the Heat Stress Log.

(Signature) (Date)

309.2.4 Receive, weigh, sort and account for bulk lots.

(Signature) (Date)

309 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY RECEIVING / ISSUE CLERK (CON'T)

309.2.5 Receive, weigh, sort and account for individual lots.

(Signature) (Date)

Completion of 309.2 area comprises 40 points / 40% of workstation.

309.3 INFREQUENT TASKS – None to be discussed.

309.4 ABNORMAL CONDITIONS

For the abnormal condition below:

- a. What are the indications or alarms received?
- b. What immediate action is required?
- c. Perform or simulate the corrective / immediate action for this abnormal condition.

309.4.1 Contaminated or infested laundry.

(Signature) (Date)

Completion of 309.4 area comprises 10 points / 10% of workstation.

309.5 EMERGENCIES – None to be discussed

309.6 ON THE JOB TRAINING

Perform duties of receiving and issue clerk under qualified supervision.

Normal Operations. (5 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date) (Signature) (Date)

Completion of 309.6 area comprises 30 points / 30% of workstation.

309.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

309.7.1 Examination – Pass a written examination.

(Signature) (Date)

309.7.2 Examination – Pass an oral examination board.

(Signature) (Date)

310 JOB QUALIFICATION REQUIREMENTS FOR WASHER EXTRACTOR OPERATOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Washer Extractor Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Washer Extractor Operator. (JQR-310).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

310 JOB QUALIFICATION REQUIREMENTS FOR WASHER EXTRACTOR OPERATOR (CON'T)

Estimated completion time: 4 weeks

Total points this workstation: 100

310.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

310.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

111 Laundry / Dry Cleaning Chemicals

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

112 Receiving and Issuing

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

113 Washer Extractor

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

310.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Perform or simulate this task IAW NAVSUP P-487.

310.2.1 Pre-operational checks.

(Signature) (Date)

310.2.2 Load the washer extractor.

(Signature) (Date)

310 JOB QUALIFICATION REQUIREMENTS FOR WASHER EXTRACTOR OPERATOR (CON'T)

310.2.3 Secure outer and/or inner doors.

(Signature) (Date)

310.2.4 Load supplies.

(Signature) (Date)

310.2.5 Operate washer extractor.

(Signature) (Date)

310.2.6 Unload washer extractor.

(Signature) (Date)

Completion of 310.2 area comprises 25 points / 25% of workstation.

310.3 INFREQUENT TASKS – None to be discussed.

310.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- a. What indicators and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the corrective / immediate action for this abnormal condition.

310.4.1 Improper water temperatures.

(Signature) (Date)

310.4.2 Improper water levels.

(Signature) (Date)

310.4.3 Inoperative safety interlock switch.

(Signature) (Date)

310.4.4 Excessive vibration.

(Signature) (Date)

310 JOB QUALIFICATION REQUIREMENTS FOR WASHER EXTRACTOR OPERATOR (CON'T)

310.4.5 Washer extractor will not enter extract cycle.

(Signature) (Date)

310.4.6 Unusual noise.

(Signature) (Date)

310.4.7 Overloaded washer extractor.

(Signature) (Date)

310.4.8 Severely wrinkled clothes.

(Signature) (Date)

310.4.9 Laundered clothes are discolored after washing.

(Signature) (Date)

310.4.10 Improper draining.

(Signature) (Date)

310.4.11 Clothes are overly wet.

(Signature) (Date)

Completion of 310.4 area comprises 20 points / 20% of workstation.

310.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications or alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What other emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the immediate action for this emergency.

310.5.1 Electrical Fire

(Signature) (Date)

310 JOB QUALIFICATION REQUIREMENTS FOR WASHER EXTRACTOR OPERATOR (CON'T)

310.5.2 Severe water leak.

(Signature) (Date)

310.5.3 Steam leak.

(Signature) (Date)

Completion of 310.5 area comprises 10 points / 10% of workstation.

310.6 ON THE JOB TRAINING

Operate and use the washer extractor under qualified supervision.

Normal Operations. (5 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date) (Signature) (Date)

Completion of 310.6 area comprises 10 points / 10% of workstation.

310.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

310.7.1 Examination – Pass a written examination.

(Signature) (Date)

310.7.2 Examination – Pass an oral examination board.

(Signature) (Date)

311 JOB QUALIFICATION REQUIREMENTS FOR TUMBLER DRYER OPERATOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Tumbler Dryer Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Tumbler Dryer Operator. (JQR-311).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

311 JOB QUALIFICATION REQUIREMENTS FOR TUMBLER DRYER OPERATOR (CON'T)

Estimated completion time: 1 week

Total points this workstation: 100

311.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

311.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

114 Tumbler Dryer

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

311.1.2 Systems From This JQR:

205 Tumbler Dryer

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

311.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Perform this task.

311.2.1 Pre-operational checks.

(Signature) (Date)

311.2.2 Load the tumbler dryer.

(Signature) (Date)

311.2.3 Operate tumbler dryer.

(Signature) (Date)

311 JOB QUALIFICATION REQUIREMENTS FOR TUMBLER DRYER OPERATOR (CON'T)

311.2.4 Unload the tumbler dryer.

(Signature) (Date)

311.2.5 Clean primary and secondary lint traps.

(Signature) (Date)

Completion of 311.2 area comprises 40 points / 40% of workstation.

311.3 INFREQUENT TASKS – None to be discussed.

311.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- a. What indicators and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the corrective / immediate action for this abnormal condition.

311.4.1 Inoperative safety interlock switch.

(Signature) (Date)

311.4.2 Excessive vibration.

(Signature) (Date)

311.4.3 Tumbler dryer will not heat.

(Signature) (Date)

311.4.4 Unusual noise.

(Signature) (Date)

311.4.5 Overloaded tumbler dryer.

(Signature) (Date)

311.4.6 Over drying.

(Signature) (Date)

311 JOB QUALIFICATION REQUIREMENTS FOR TUMBLER DRYER OPERATOR (CON'T)

311.4.7 Severely wrinkled clothes.

(Signature) (Date)

311.4.8 Clothes are discolored after drying.

(Signature) (Date)

311.4.9 Clogged lint filters.

(Signature) (Date)

311.4.10 Unattended clothes in the tumbler dryer.

(Signature) (Date)

311.4.11 Faulty thermostat.

(Signature) (Date)

311.4.12 Faulty timer.

(Signature) (Date)

311.4.13 Smoke

(Signature) (Date)

Completion of 311.4 area comprises 25 points / 25% of workstation.

311.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications or alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What other emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the immediate action for this emergency.

311.5.1 Electrical Fire

(Signature) (Date)

311 JOB QUALIFICATION REQUIREMENTS FOR TUMBLER DRYER OPERATOR (CON'T)

311.5.2 Severe steam leak.

(Signature) (Date)

311.5.3 Spontaneous combustion of residual soil in clothing.

(Signature) (Date)

Completion of 311.5 area comprises 5 points / 5% of workstation.

311.6 ON THE JOB TRAINING

Operate and use the Tumbler Dryer under qualified supervision.

Normal Operations. (5 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date) (Signature) (Date)

Completion of 311.6 area comprises 10 points / 10% of workstation.

311.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

311.7.1 Examination – Pass a written examination.

(Signature) (Date)

311.7.2 Examination – Pass an oral examination board.

(Signature) (Date)

312 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY PRESS OPERATOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Laundry Press Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Laundry Press Operator. (JQR-312).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

312 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY PRESS OPERATOR (CON'T)

Estimated completion time: 6 weeks

Total points this workstation: 100

312.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

312.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

115 Laundry/Dry Cleaning Presses

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

312.1.2 System From This JQR:

206 Utility Press

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

207 Pants Topper Press

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

208 Collar/Cuff/Yoke

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

209 Flatwork Ironer

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

211 Dry cleaning Press

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

212 Steam Air Finisher

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

312 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY PRESS OPERATOR (CON'T)

312.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Perform this task IAW NAVSUP P-487.

312.2.1 Pre-operational checks.

(Signature) (Date)

312.2.2 Clean press heads and covers.

(Signature) (Date)

312.2.3 Change press pads and covers.

(Signature) (Date)

312.2.4 Operate Utility Press.

(Signature) (Date)

312.2.5 Operate Pants Topper Press.

(Signature) (Date)

312.2.6 Operate the Collar/Cuff/Yoke.

(Signature) (Date)

312.2.7 Operate Flatwork Ironer.

(Signature) (Date)

312.2.8 Operate Dry Cleaning Press.

(Signature) (Date)

312 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY PRESS OPERATOR (CON'T)

312.2.9 Operate Steam Air Finisher.

(Signature) (Date)

Completion of 312.2 area comprises 25 points / 25% of workstation.

312.3 INFREQUENT TASKS – None to be discussed.

312.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- a. What indicators and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the corrective/immediate action for this abnormal condition.

312.4.1 Press head will not open/close.

(Signature) (Date)

312.4.2 Press head opens or closes with ajar.

(Signature) (Date)

312.4.3 Press head opens slowly.

(Signature) (Date)

312.4.4 Wet press cover/pad (dry cleaning).

(Signature) (Date)

312.4.5 Improperly adjusted press head.

(Signature) (Date)

312.4.6 Low air pressure.

(Signature) (Date)

312.4.7 Broken buttons after pressing.

(Signature) (Date)

312 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY PRESS OPERATOR (CON'T)

312.4.8 Clothes are discolored or stained after pressing.

(Signature) (Date)

312.4.9 Vacuum malfunction.

(Signature) (Date)

Completion of 312.4 area comprises 10 points / 10% of workstation.

312.5 EMERGENCIES

For the emergency condition listed below:

- a. What indications or alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What other emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the immediate action for this emergency.

312.5.1 Electrical Fire (electric press)

(Signature) (Date)

312.5.2 Severe steam leak

(Signature) (Date)

312.5.3 Spontaneous combustion of residual soil in clothing.

(Signature) (Date)

Completion of 312.5 area comprises 5 points / 5% of workstation.

312.6 ON THE JOB TRAINING

Operate and use the press under qualified supervision.

Normal Operations. (5 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date) (Signature) (Date)

Completion of 312.6 area comprises 10 points / 10% of workstation.

312 JOB QUALIFICATION REQUIREMENTS FOR LAUNDRY PRESS OPERATOR (CON'T)

312.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

312.7.1 Examination – Pass a written examination.

(Signature) (Date)

312.7.2 Examination – Pass an oral examination board.

(Signature) (Date)

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313 JOB QUALIFICATION REQUIREMENTS FOR DRY CLEANING MACHINE OPERATOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Dry Cleaning Machine Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Dry Cleaning Machine Operator. (JQR-313).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

313 JOB QUALIFICATION REQUIREMENTS FOR DRY CLEANING MACHINE OPERATOR (CON'T)

Estimated completion time: 4 weeks

Total points this workstation: 100

313.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

313.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

111 Laundry / Dry Cleaning Chemicals

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

112 Receiving and Issuing

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

116 Washer Extractor

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

313.1.2 System From This JQR:

313 Dry Cleaning Machine

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

313.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Perform this task IAW NAVSUP P487.

313.2.1 Pre-Operational checks.

(Signature) (Date)

**313 JOB QUALIFICATION REQUIREMENTS FOR DRY CLEANING MACHINE OPERATOR
(CON'T)**

313.2.2 Load the dry cleaning machine.

(Signature) (Date)

313.2.3 Secure outer doors.

(Signature) (Date)

313.2.4 Operate dry cleaning machine.

(Signature) (Date)

313.2.5 Unload dry cleaning machine.

(Signature) (Date)

Completion of 313.2 area comprises 30 points / 30% of workstation.

313.3 INFREQUENT TASKS

For the infrequent tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Observe or perform this task IAW NAVSUP P-487.

313.3.1 Refill dry cleaning solvent back up holding tank.

(Signature) (Date)

313.4 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- a. What indicators and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the corrective/immediate action for this abnormal condition.

313.4.1 Improper solvent level.

(Signature) (Date)

313 JOB QUALIFICATION REQUIREMENTS FOR DRY CLEANING MACHINE OPERATOR (CON'T)

313.4.2 Inoperative safety interlock switch.

(Signature) (Date)

313.4.3 Excessive vibration.

(Signature) (Date)

313.4.4 Unusual noise.

(Signature) (Date)

313.4.5 Overload Dry Cleaning machine.

(Signature) (Date)

313.4.6 Excessive solvent odor.

(Signature) (Date)

Completion of 313.4 comprises 15 points / 15% of workstation.

313.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications or alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What other emergencies or malfunctions may occur if immediate action is not taken?
- e. Perform or simulate the immediate action for this emergency.

313.5.1 Electrical Fire

(Signature) (Date)

313.5.2 Solvent leak and/or spill.

(Signature) (Date)

313.5.3 Loss of ventilation.

(Signature) (Date)

Completion of 313.5 area comprises 10 points / 10% of workstation.

**313 JOB QUALIFICATION REQUIREMENTS FOR DRY CLEANING MACHINE OPERATOR
(CON'T)**

313.6 ON THE JOB TRAINING

Operate and use the dry cleaning machine under qualified supervision.

Normal Operations. (5 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)

Completion of 313.6 area comprises 10 points / 10% of workstation.

313.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

313.7.1 Examination – Pass a written examination.

_____	_____
(Signature)	(Date)

313.7.2 Examination – Pass an oral examination board.

_____	_____
(Signature)	(Date)

314 JOB QUALIFICATION REQUIREMENTS FOR SPOTTING BOARD OPERATOR

NAME: _____

RATE/RANK: _____

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Spotting Board Operator. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

QUALIFICATION RECORD

Trainee has been indoctrinated in this JQR and given a target completion date of _____.

Signature _____
(Supervisor)

Date: _____

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Spotting Board Operator. (JQR-314).

RECOMMENDED _____
(Supervisor)

Date: _____

RECOMMENDED _____
(Division Officer)

Date: _____

RECOMMENDED _____
(Department Head)

Date: _____

RECOMMENDED _____
(Commanding Officer or Designated Representative)

Date: _____

Service Record Entry _____

Date: _____

BLANK

314 JOB QUALIFICATION REQUIREMENTS FOR SPOTTING BOARD OPERATOR (CON'T)

Estimated completion time: 1 week

Total points this workstation: 100

314.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks but must be completed prior to final qualification.

314.1.1 Fundamentals From This JQR:

101 Safety Precautions

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

111 Laundry/Dry Cleaning Chemicals

Completed _____ 10 points / 10% of Workstation
(Qualifier/Date)

112 Receiving and Issuing

Completed _____ 5 points / 5% of Workstation
(Qualifier/Date)

117 Spotting Board

Completed _____ 20 points / 20% of Workstation
(Qualifier/Date)

314.1.2 Systems From This JQR:

213 Spotting Board

Completed _____ 20 points / 20% of Workstation
(Qualifier/Date)

314.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What safety precautions must be observed?
- d. What parameters must be monitored?
- e. Perform this task IAW NAVSUP P-487.

314.2.1 Pre-operational checks.

(Signature) (Date)

314 JOB QUALIFICATION REQUIREMENTS FOR SPOTTING BOARD OPERATOR (CON'T)

314.2.2 Operate spotting board.

(Signature) (Date)

Completion of 314.2 area comprises 30 points / 30% of workstation.

314.3 INFREQUENT TASKS – None to be discussed.

314.4 ABNORMAL CONDITIONS – None to be discussed.

314.5 EMERGENCIES – None to be discussed.

314.6 ON THE JOB TRAINING

Operate and use the spotting board under qualified supervision.
Normal Operations. (5 times)

(Signature) (Date) (Signature) (Date) (Signature) (Date)

(Signature) (Date) (Signature) (Date)

Completion of 314.6 area comprises 10 points / 10% of workstation.

314.7 EXAMINATIONS – (Optional except as required by TYCOM/ISIC, etc)

314.7.1 Examination – Pass a written examination.

(Signature) (Date)

314.7.2 Examination – Pass an oral examination board.

(Signature) (Date)